**Memo Template for sharing results electronically**

**You can use this memo to share the results to your faculty and staff who were not able to be part of a formal meeting or presentation of the Survey results.**

**MEMORANDUM**

To:

From:

Date:

Re:

On xxx, I presented the WE SPEAK results to our Department/Program/Division. I know that some of you were unable to make to the meeting.

 I’m pleased to provide you with the WE SPEAK results for Schulich School of Medicine & Dentistry and our Department/Program/Division. Thank you to those who participated. Your input is valuable and will help us shape and formulate plans that will make our Department/Program/Division stronger in the future.

When you view our results, you will see:

Overall xxx people from the School took part in the WE SPEAK survey, and xx people from our Department/Program/Division participated.

The Identified strengths for our Department/Program/Division include: (list them)

Areas where there is opportunity for improvement/changes include (list them)

(Add personal comments about how the results appear to you as the leader).

When you have had a chance to review the results you may have some questions or comments.

You can contact (name) to learn more and make inquiries.

Our next steps include (outline)

I look forward to working with you and all members of our Department/Program/Division as we move forward to better understand and act on these survey results. You can view the School’s overall results on (website url – to come). And the University results can be found by logging on from the University’s WE SPEAK website <http://www.uwo.ca/faculty_staff/wespeak/>.

Sincerely,

Name