



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

EMPLOYEE ENGAGEMENT SURVEY ACTION PLAN (UPDATED 09/2017)

Objective: Utilize the employee engagement survey as a tool for meaningful dialogue in departments and invite employees to develop and implement action plans to address survey results.

Action	Resources Needed	Due Date	Person(s) Accountable
1 Department heads to review initial survey results; identify 1-2 countywide focus areas	Meeting of department heads to discuss and agree on actionable areas	Complete	Participating department heads
2 Distribute department specific survey results to department heads	Department head employee engagement meeting	Complete	Gina Rowland Dalila Guadarrama
3 Communicate countywide survey results via All Employee email; post results on YES Webpages	Review and approval by CAO, department heads; YES webpages	Complete	Natalie Dillon Pat Blacklock Makayle Neuvert
4 Share department survey results with all employees at in person meetings; explain next steps; allow opportunity for employee dialogue	Meeting rooms; audio/visual equipment; printed summary handouts	Complete	Department heads; managers and supervisors
5 Departments to form employee engagement team(s); request employee volunteers for teams; select team members for best balance based on focus areas and department representation	Survey Results Action Guide www.yolocounty.org/employee-engagement	Complete	Department heads and managers
6 Training for department employee engagement team facilitators	Team facilitator resources; meeting rooms; audio/visual equipment	Complete	Gina Rowland; Department employee team facilitators
7 Employee teams to review survey results; collect additional information/ data as needed to identify and/or quantify the underlying issues; select survey focus area(s); develop Proposal to address employee engagement focus area(s)	Employee Engagement survey results for department; Survey Results Action Guide; Proposal Criteria; Employee Engagement Fund guidelines; additional resources as identified by team members	04/2017 thru 11/2017	Department heads; employee team members; team coaches



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8 Employee team Proposal presentations to Leadership/YES Team panel; Leadership/YES Team panel identifies areas for cross-departmental collaboration and sharing of resources, endorses employee team proposals and action plans, and approves Employee Engagement Funds, if requested. Employee team proposals posted on YES webpages	Proposal Criteria; Leadership/YES Team panel; Board Chambers; audio/visual equipment; live streaming; videotaping; A/V technician; YES webpages	11/2017 <i>Tentatively scheduled for 11/02/17</i>	Employee team members; Leadership/YES Team panel;
9 Departments' employee teams to implement action plans; evaluate actions and revise as needed	As identified in Proposals/Action Plans	10/2017 thru 06/2018	As identified in Proposals/Action Plans
10 Employee team "Results Presentations" to Leadership/YES Team panel; Leadership/YES Team panel evaluates employee team results and selects the 'best of the best' for countywide recognition. Employee team results posted on YES webpages	Results Presentation Criteria; Leadership/YES Team panel; Board Chambers; audio/visual equipment; live streaming; videotaping; A/V technician; YES webpages	Week of 07/09/2018	Employee team members; Leadership/YES Team panel
11 Awards Ceremony for 'best of the best' "The Yolo Way" Award; communication and marketing of award winning success stories	Perpetual plaque; trophies; photographer	08/2018 Board Meeting	Department heads; Board of Supervisors