

Debriefing and action planning conversation guide

This guide helps you to plan and facilitate your PMES debriefing and action planning meeting

Step 1: Set the context

Be constructive and positive. Be sure to:

- thank staff for their participation in the survey process and be open to listening.

We have just received this year's People Matter Employee Survey results and would like to spend some time reflecting on and learning from the results.

I intend on this being a two-way discussion and would appreciate your reflections together as a team.

Step 2: Explore the results

Take your team through their PMES results. Be sure to:

- highlight and celebrate strengths
- understand challenges
- explore work unit and demographic differences
- look at potential trends
- reflect on related results and other business data

Think about what questions to ask the team in reviewing the information:

- *What are the strengths of the team? What is being done well in which makes X a strength? How can we maintain or improve on this strength?*
- *What are the challenges for the team? Why has area X been identified as a challenge for our team? What must change before X can become a strength?*
- *What are the differences between the team and the wider organisation? What can we learn from other teams that are opportunities for our team to grow?*
- *What has changed for the team since 2022? What measures were taken which resulted in improvements? What factors contributed to decreases in results?*
- *How do these results relate to other business data?*

Step 3: Agree on key issues and develop action plan

Take your working group through the PMES results. This is a deeper dive into the results to understand specific trends for the agency/team your working group is developing an action plan for.

Involve your working group in selecting the 2–3 issues to work on. Choose items that your team agrees on as a team. Consider the priority of issues, action strategies and resources available, the time to see benefits, etc.

Generate and agree on possible solutions to the problem. Use brainstorming or some other inclusive activity to generate as many ideas as possible. Then reach team consensus or use other decision-making processes to agree on solutions. This can be as simple as recording ideas on flip charts, and then giving each employee three stickers to vote for the ideas they feel will be of greatest benefit.

Use the action plan template to formalise your actions.



You can choose to...

Run separate meetings for results debriefing and action planning or

You can run a combined meeting for results debriefing and action planning.