# **Staff Survey 2015: Action Plan Template**

Name of: Faculty / School / Directorate / Organisational Unit:

Name of Author:

Date:

Notes:

* Your plan should record those actions which respond directly to local findings, it should list **no more than 3-5 achievable actions overall**
* You may wish to include items from your Staff Survey 2013 outcomes which are still relevant and in progress
* Further advice on action planning is available in the supporting document: Staff Survey 2015: Manager’s Guidance for Action Planning

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| **Please record your principal actions points** | **Person Responsible** | **Timescale** | **Progress and Evaluation**  Include dates of meetings in progress, reports and details of how staff are engaged in the process | **Action Completed** | **Notes** |
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| Summary feedback from survey: |  | | | | |
| Action/description of planned activity: |  |  |  |  |  |
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| Summary feedback from survey: |  | | | | |
| Action/description of planned activity: |  |  |  |  |  |
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| Summary feedback from survey: |  | | | | |
| Action/description of planned activity: |  |  |  |  |  |
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| Summary feedback from survey: |  | | | | |
| Action/description of planned activity: |  |  |  |  |  |
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