

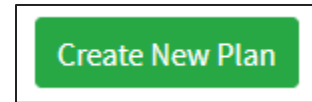
EMPLOYEE ENGAGEMENT

CREATING AN IMPROVEMENT PLAN

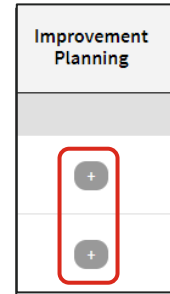
This resource will help you create a new Improvement Plan.

Create New Plan

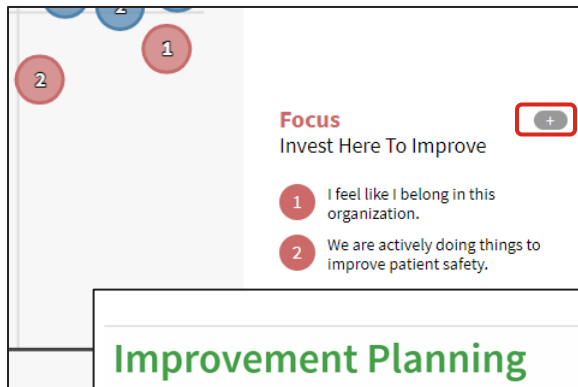
There are several ways to create a new plan:
 Select the **Create New Plan** button on the Improvement Plans Page.



While reviewing performance in several areas (Improvement Planning Strengths, Concerns, and Item Details) by selecting the plus sign under Improvement Planning.



In Key Drivers, select the plus sign, at the bottom of the Suggested Actions you can select Create an Action Plan.



Improvement Planning

71. I am able to disconnect from work communications during my free time (emails/phone etc.).

Suggested Action: Hold emails to send at a particular time. For example, an email written by leadership or management at 8:00 p.m. will not be sent until 7:00 a.m. the following day. This prevents people from thinking everyone else is working 24 hours a day. Considering that the health care environment operates 24 hours a day, the strategy needs to consider the dynamics of the organization, perhaps determining when most employees are on and off shift.

Best Practices

68. I rarely lose sleep over work issues.

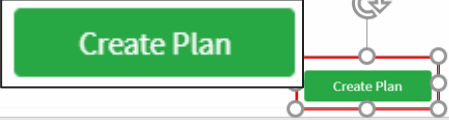
Suggested Action: Seek ways to reduce workloads by eliminating work that has no value or is not necessary, and by streamlining processes and operations to allow for greater efficiency during the workday.

Best Practices

3. This organization values employees from different backgrounds.

Suggested Action: Commit to the development of a formal diversity, equity, and inclusion initiative. This should be a strategic priority closely aligned with the organization's workforce experience, patient experience, and safety goals.

Best Practices



Select an Item

In the new window, you can select an item around which to build your improvement plan. Every item on the survey is listed; this is a single-select feature, so you can choose only one.

Item Selection

Select an item to create a plan for the current report group. To create a plan for a different report group, close this window and select the desired report group.

Select an Option

1. The person I report to treats me with respect.
2. I enjoy working with my coworkers.
3. The person I report to cares about my job satisfaction.
4. My ideas and suggestions are seriously considered.
5. My coworkers treat all customers fairly and respectfully regardless of race, religion, gender, age, ethnic background, national origin, or disability.
6. This organization contributes to the community.
7. I am satisfied with the recognition I receive for doing a good job.
8. This organization conducts business in an ethical manner.
9. I am involved in decisions that affect my work.

Once you select an Item from the dropdown menu, click **Create New Plan**.

Item Selection


Select an item to create a plan for the current report group

3. The person I report to cares about my job satisfaction.

Create New Plan

Complete the Form

On the next page that appears, you will need to complete the form to create an Improvement Plan.



Delete
Save
Continue

PG Central Health System

Title

Status

Pending
▼

Estimated Completion

Suggested Actions[Ⓢ]

Select an item to view available actions

Goal

Add a description to your goal here...

Survey Items

×
3. The person I report to cares about my job satisfaction.
→

+
Add Items

PLAN DETAILS

Enter text for a specific **Title** for the plan.

Title

My Team Action Plan

Select the appropriate **Status** for you plan from the drop-down menu.

Status

Pending ▾

Please select your answer


Pending

In Progress

Completed

Canceled

Estimated Completion

mm/dd/yyyy 

January 2022 ▾ ↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear
Today

Select the **Estimated Completion** date from the calendar.

Enter text to describe your **Goal**.

Goal

Over the next year, improve this item by at least one point. |

You can add additional **Survey Items** to your action plan by select Add Items. Use the Search option to find a specific item. Select Set Items when you have made your selections.

Survey Items

✕ 3. The person I report to cares about my job satisfaction.

+ Add Items

Item Selection

Search ...

- 1. The person I report to treats me with respect.
- 2. I enjoy working with my coworkers.
- 3. The person I report to cares about my job satisfaction.
- 4. My ideas and suggestions are seriously considered.
- 5. My coworkers treat all customers fairly and respectfully regardless of race, religion, gender, age, ethnic background, national origin, or disability.
- 6. This organization contributes to the community.
- 7. I am satisfied with the recognition I receive for doing a good job.
- 8. This organization conducts business in an ethical manner.
- 9. I am involved in decisions that affect my work.

Set Items

Click on the green arrow next to a survey item to view **Suggested Actions**. Use the gray arrows new to the Suggested Action to expand the action. Select the check box new to the Suggested Action to add it as an action item in your plan. Next select **Continue**.

PG Central Health System

Title: My Team Action Plan | Status: Pending | Estimated Completion: 12/01/2022

Goal: Over the next year, improve this item by at least one point. My actions will include more personal conversations and check-ins with my direct reports and asking for feedback and involving my team in decisions.

Suggested Actions

- Demonstrate active listening when soliciting employee input.
 - Minimize external distractions and stop what you are doing. Put away your phone or other mobile devices, look up from your computer or paperwork, and acknowledge the employee.
 - Ask employees for their input before final decisions are made.
 - Create an employee interview selection team.

Survey Items

- 9. I am involved in decisions that affect my work. ←
- 25. I am proud to tell people I work for this organization. →

+ Add Items

Review the Plan

Once the Action has been added to the Plan, you can edit the description of the Action, the Start and End dates, Status, and add additional Notes. Item(s) refers to the item number on the survey. You may also add additional Actions.

Actions	Start	End	Status	Item(s)	Notes
Minimize external distractions and stop what you are doing. Put away your phone or other mobile devices, look up from your computer or paperwork, and acknowledge the employee.	01/26/2022	12/01/2022	Pending	9	

+ Add Actions

Share the Plan

You can share the plan by entering the email address of the recipient, providing a link to read or edit the plan.

Share this Plan

Enter valid Email address

Send Read Link | Send Edit Link

Additional Options

At any time, you can Delete or Save the Plan. You can return to the Actions and Survey Items page as well. The time and date when the plan was Last Updated are displayed. Update the Estimated Completion Date, Actual Start and Actual End Date.

Last Updated: 1/26/2022 10:30 am

Items & Actions | Delete | Save

Estimated Completion: 12/01/2022

Actual Start: mm/dd/yyyy

Actual End: mm/dd/yyyy