

# Communicating Employee Engagement Survey Results and Initiatives

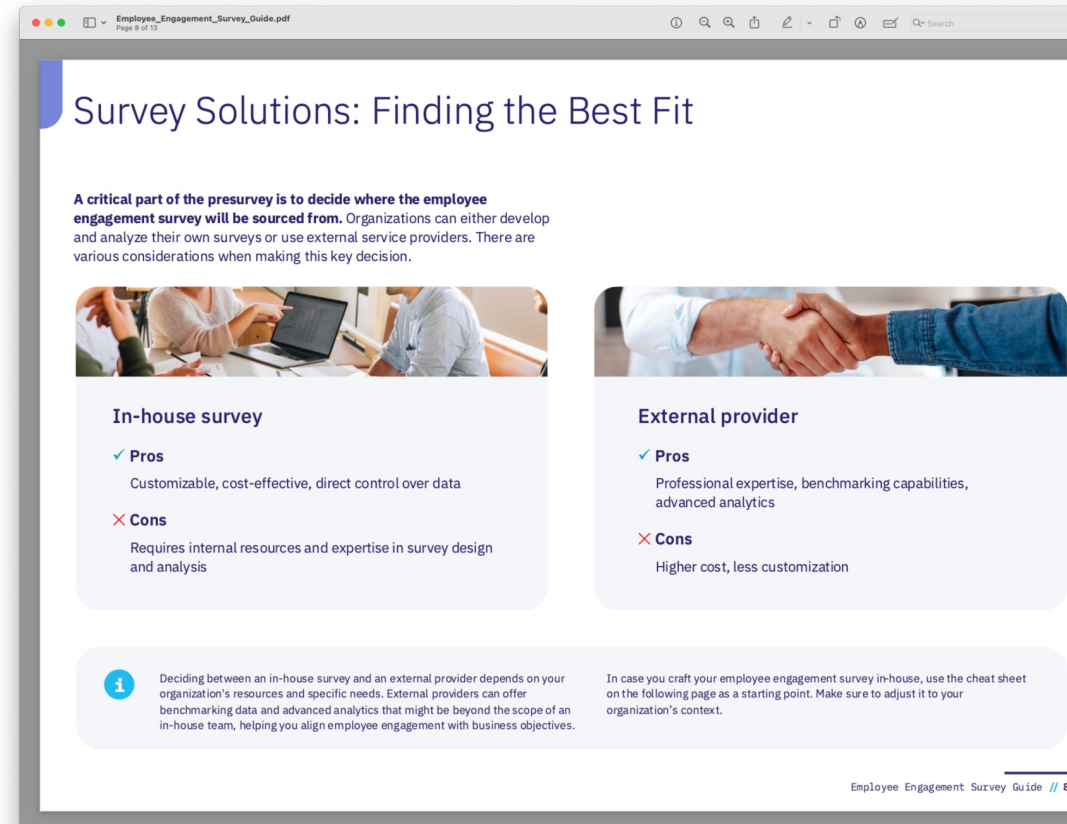
TEMPLATE

# From Insights to Action: Postsurvey Communication

**Employee engagement surveys offer organizations critical insights into employee perspectives on their work environment, leadership, and overall job satisfaction.**

However, the real work begins after the survey is complete. Once you've gathered and analyzed the feedback, the next essential step is to communicate effectively with all the members of the organization. Transparent and consistent communication helps employees feel acknowledged, valued, and informed about the planned actions to improve their workplace experience.

To help you communicate effectively, this resource includes two templates—one for sharing survey results and another for outlining the initiatives your organization will implement moving forward.



*We've created an employee engagement survey guide for you to use alongside this resource to design effective employee engagement surveys.*



**Download the Employee Engagement Survey Guide**



# Communication Strategy

Effective communication is crucial when it comes to sharing the results of employee engagement surveys and outlining the next steps. The leadership team should transparently communicate key survey findings, express gratitude for employee participation, and detail the areas targeted for improvement along with the planned interventions.

On the other hand, HR plays a key role in this process by helping leaders craft and distribute the initial communications. They also collaborate with stakeholders to provide detailed updates on specific interventions, ensuring communication is clear, consistent, and ongoing. This approach fosters a culture of transparency and continuous improvement.

## Key best practices for communication after an employee engagement survey



### Transparency and openness

Transparency builds trust. Maintain transparency in all communications by sharing survey results, action plans, and progress updates. Explain the reasons behind decisions and actions. Openness encourages employee buy-in and demonstrates the organization's commitment to improvement.



### Consistent messaging

Ensure consistent messaging across all communication channels. Develop key messages that align with organizational values and goals. Consistency helps prevent misunderstandings and strengthens the overall impact of the communication strategy.



### Engage multiple channels

Use various communication channels to reach all employees. Different employees prefer different communication mediums, and using multiple channels ensures the message is accessible and engaging for everyone.



### Two-way communication

Encourage feedback and active participation. Provide platforms for employees to voice their opinions, ask questions, and offer suggestions. This fosters a collaborative environment, makes employees feel valued, and helps refine and improve intervention strategies.

# Leadership Communication // Template

**Following an employee engagement survey, leadership communication is essential for building trust, ensuring transparency, and demonstrating a commitment to positive change.** It should occur promptly to reinforce the importance of the survey and keep employees informed and engaged in the process of organizational growth and

improvement. Your company's leadership team can use this template to communicate employee engagement survey results effectively. It allows them to thank employees, share key findings, highlight strengths and areas for improvement, and outline the steps for upcoming changes.

## SUBJECT: THANK YOU FOR YOUR FEEDBACK! HERE'S WHAT'S NEXT

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Dear Team,

Thank you for participating in our recent employee engagement survey! Your feedback is incredibly valuable and helps us make meaningful improvements.

**Survey results overview:** We're pleased to share that [highlight key strength, e.g., "many of you are satisfied with our flexible work arrangements"]. However, we also noticed areas where we need to do better, such as [mention area needing improvement, e.g., "career development opportunities"].

**What we're doing:** To address these areas, we plan to [briefly outline planned interventions, e.g., "launch new career development programs and enhance our training offerings"]. We're committed to making these changes and will keep you updated on our progress.

Next Steps:

[Action 1]: [Briefly describe the first step, e.g., "We'll start by setting up a new training schedule next month."]

[Action 2]: [Briefly describe the second step, e.g., "We're also organizing a series of workshops to improve career growth opportunities."]

Thank you once again for your honest feedback and continued support. Together, we'll work toward creating an even better workplace!

Best regards,

[Your Name]

[Your Position]

[Company Name and Logo]

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# HR Communication // Template

**When employees see that their feedback leads to tangible changes, it reinforces their sense of value within the organization and encourages ongoing participation in future surveys and initiatives.** Regular updates from HR help keep these initiatives top of mind and demonstrate that the organization is committed to continuous improvement, not just in words but in actions. As an HR professional, this template will help you communicate

detailed information about upcoming and ongoing interventions. Use it to explain the changes being implemented, identify who is responsible for each initiative, and guide employees on how to provide ongoing feedback. By doing so, you actively support leadership and take ownership of driving improvements based on survey results, ensuring that areas needing enhancement are effectively addressed.

## SUBJECT: UPCOMING CHANGES BASED ON YOUR FEEDBACK

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Dear Team,

Thank you for your valuable input in our recent survey. Here's a detailed look at the specific interventions we're implementing to address your feedback.

**Interventions:** We're focusing on [describe specific interventions, e.g., "enhancing our career development programs and improving performance management systems"].

### **Timelines and responsibilities:**

[Intervention 1]: [Detail the timeline and responsible party, e.g., "New training modules will be rolled out by next month, led by the Learning & Development team."]

[Intervention 2]: [Detail the timeline and responsible party, e.g., "Performance reviews will be updated by the end of this quarter, overseen by HR."]

**Feedback channels:** To keep you informed and involved, we've set up [mention feedback channels, e.g., "a dedicated feedback form on the intranet and regular Q&A sessions with HR"]. Please share your thoughts and questions through these channels.

Thank you for your continued support and participation. We're excited to implement these changes and improve our workplace together!

[Your Name]

[Your Position]

[Company Name and Logo]