SAMPLE IMPACT PLAN

Business Unit: Smith, Sally
Report Period: August 2013

Q12 Item: Q.07. Opinions Count
Mean or %5: %5
Value from the Q12 Scorecard: 30%

Title: Having Input
Action Type: Opportunity

This is what we’ll do:
1. Every Wednesday, we will have a “Morning Talk” and staff meeting. Each employee will take turns presenting their work/achievements; things each person to take care of.
2. Supervisor will set an appointment for each staff to meet with the Manager and others as needed, to suggest ways of working and of how to achieve the targets together.

This is what success will look like:
1. Every employee will have a closer relationship with their colleagues and will feel comfortable with giving feedback or giving suggestions in meetings.
2. Supervisor will understand the problems or obstacles in completing day-to-day job and will be able to listen and help out as soon as possible.

How often:
1. Every Wednesday in the Morning Talk Manager has a meeting with next level up boss no later than 2 working days
2. For the first quarter, everyone will have a chance to meet with the Manager individually.
3. By the end of the first quarter, everyone will have given some suggestion on how to improve the work, etc which will increase employee engagement.

These people will be involved:
1. Supervisor – Set appointments to meet with the Manager
2. Manager – Make sure that he meets all staff within the first quarter
3. All employees – Take part in giving opinions to managers during the Morning Talk and in the meeting as well as in the individual meeting session.

Start Date: 11-04-13
Due Date: 05-01-14