# CULTURE & STAFF RELATIONSHIPS EMBEDDING ACTION PLAN

## **EMBEDDING STEPS**

There are several steps to consider in turning a short-term improvement into a sustainable change.

You should consider how often you want to review your approach (and returning to this topic will be a useful way to do this). You can also consider where you can become better over time, and what longer term actions you need to take.

|  |  |
| --- | --- |
| **CULTURE & STAFF RELATIONSHIPS EMBEDDING IDEAS** | |
| **Communicate company values** | Take steps to work out how to communicate your values and what is good about working for your business (you may have insights here that you’ve gained from completing other Open SME topics). |
| **Increase staff retention** | Regularly revisit your self-assessment (say, every six months) and prioritise how to improve low scoring factors to improve retention. |
| **Align company-staff culture** | Look more closely at how your overall brand and your employer brand relate to each other and are consistent. |

## **INSTRUCTIONS**

Use this documentto build an **Embedding Action Plan** for **Culture & Staff Relationships**.

Additionally, you can use this as a template to take notes on what you’ve learned or record your thoughts about how the topic impacts your business.

|  |  |
| --- | --- |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Topic:** |
| **How often will you review this topic / your approach?** |  |
| **Where will you get new information from?** |  |
| **What other support do you need to access?** |  |
| **Other notes and ideas:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Reference | Action | Who is responsible for implementing the action? | What is the planned deadline for the action? | How will you measure the success of this action? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |