**Summarizing your Results**

This template is intended to help you and your team summarize the results from the Leading Edge Employee Experience Survey, and can also be used to communicate the data to your staff. We hope that employees will know that their feedback was heard, and that everyone in the organization will have a clear picture of the results. Once the important themes are understood by all, action planning can begin.

**Ways to Share Results**

* All-staff meeting – if you’re planning a presentation, check out our [Sample Powerpoint](https://leading-edge.cdn.prismic.io/leading-edge/Z6Y8XJbqstJ9-YAm_SurveyResultsPresentationTemplate.pptx)
* Department meetings (if your results vary significantly by department)
* Emails to share and explain themes / trends
* Staff retreat

**Strengths and Growth Areas**

To summarize the data, you might use the format below.

List at least 3 strengths identified through your results.

| **Strengths** |
| --- |
| Ex. Collaboration |
|  |
|  |
|  |

List at least 2 areas of growth identified through your results.

| **Growth Areas** |
| --- |
| Ex. Communication |
|  |
|  |

**Comparisons**

Analyzing comparisons when reviewing your data can provide important context and help you measure improvement. On the Culture Amp platform, you can compare your results to a few benchmarks, including your past results (as far back as 2022), the US benchmark, and the average of all organizations who participated in this cycle of the survey.

It may be helpful to pull out specific pieces of the data to highlight areas that have improved in relation to previous years, or areas that are significantly higher or lower in comparison to the larger Jewish non-profit field. There are many ways to do this, but below are a few examples that might be useful.

| **Survey Question** | **Our 2025 Data** | **Leading Edge Average** |
| --- | --- | --- |
| Ex. “There is good collaboration between teams/departments in my organization” | 88% | 80% |
|  |  |  |
|  |  |  |
|  |  |  |

| **Survey Question** | **Our 2025 Data** | **US benchmark** |
| --- | --- | --- |
| Ex. “At my organization there is open and honest two-way communication” | 74% | 89% |
|  |  |  |
|  |  |  |
|  |  |  |

**Next Steps & Action Planning**

Once you have communicated results to your staff, the next step is to choose 1 to 2 areas that you will focus on for improvement. While it can be tempting to try to tackle multiple issues right away, we strongly recommend that you focus only on 1 or 2 for now. This sets you up for success. Try to make sure that you are selecting areas that will have the most significant impact on employee experience.

It is often helpful to develop action plans that explicitly assign tasks to individual people who will be responsible for leading change efforts. These can be leaders or employees who have volunteered to participate in the change efforts. Here is an action planning template that may be helpful.

**Focus Area # 1**

| **Action Steps** | **Responsibilities** | **Resources** | **Communications**  | **Timeline** | **Evidence of Success**  |
| --- | --- | --- | --- | --- | --- |
| What actions will we take? | Who will lead and who will support? | What resources / funding is available? | Who is involved? How will updates be communicated? | By When? | How will you know that you are making progress? |
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**Focus Area # 2**

| **Action Steps** | **Responsibilities** | **Resources** | **Communications**  | **Timeline** | **Evidence of Success**  |
| --- | --- | --- | --- | --- | --- |
| What actions will we take? | Who will lead and who will support? | What resources / funding is available? | Who is involved? How will updates be communicated? | By When? | How will you know that you are making progress? |
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