



Creating an inclusive space to share results and create action plans

Creating an inclusive and understanding environment when sharing survey results and developing an action plan is important for team collaboration and success to positively close the feedback loop. By recognising diverse needs, fostering open communication, and encouraging collaboration, you can ensure that all team members feel valued and engaged in the process.

Here are some tips on how to do this below;

- Think about the differences between your team members and what they may need to feel comfortable in this space when discussing results together
- Acknowledge and understand that your team may all have varied backgrounds, experiences, and perspectives
- Respect individual needs based on ability levels, cultural backgrounds and communication preferences. How can you set up the hui to cater to multiple communication preferences?
- Pay attention to what is being said without forming immediate opinions or interruptions. Listen without judgement
- Do you have any quiet reflectors within your team who may need more time to review and digest the results before getting into the action planning? Perhaps break up the activity into 2 or more sessions
- When reviewing the results and providing a digestible way for the team to understand the results, consider the language/jargon you may use and find ways to remove any kupu (words) that someone in the team may not understand. OR ensure you provide definitions or further information on anything that may not be understood
- Focus on the most important insights to avoid overwhelming the team, where appropriate
- Schedule the hui at times that are convenient for everyone, considering different locations and commitments, if applicable
- Take your time to check your assumptions and reflect on (and acknowledge) any biases you may have
- Ensure that all voices are heard, and everyone has a way of being able to contribute their ideas
- Involve the team in action planning so everyone has a task(s) they can be involved in and assign these tasks based on individual strengths and skills
- Schedule regular check-ins to monitor progress and make necessary adjustments to ensure that the feedback loop is continuous and/or closed when actions are complete
- Celebrate milestones and achievements to motivate the team
- Treat setbacks as learning opportunities and discuss what can be improved