**Recommendations Guide**

**[Company name]**

**[Department name]**

**Employee Survey Team:**

[Name]

[Name]

[Name]

[Name]

*This form can be used during meetings in which the goal is to understand what improvement(s) would look like. If the survey indicated that communication was an area for improvement, then replace “Recommendation A” with “Improve Communication”. Next, ask participants to add their specific thoughts on how they would like to see each of the recommendations implemented.*

*Good Example:*

*Improve Communication: After every management team meeting, I would like an update from my manager on key points discussed that are not confidential. This example can be measured.*

*Bad Example:*

*Improve Communication: I want my boss to be a better communicator. This example cannot be measured.*

**Recommendation A**

* xxxxxxx
* xxxxxxx
* xxxxxxx
* xxxxxxx

**Recommendation B**

* xxxxxxx
* xxxxxxx
* xxxxxxx
* xxxxxxx

**Recommendation C**

* xxxxxxx
* xxxxxxx
* xxxxxxx
* xxxxxxx