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| Employee Value PropositionImprovement plan template |
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### This Employee value proposition (EVP) improvement plan template is designed to assist health services to set out the practical actions and approach they will take in addressing any issues identified through use of the EVP maturity matrix and leading statements self-assessment tools.

## Employee value proposition

Comprehensive stakeholder engagement and analysis of employee experience data undertaken in development of Victoria’s Health Workforce Strategy identified nine key employee experience domains that impact healthcare workers’ decisions to join or stay in an organisation or role.

The nine elements of the EVP are:

* Leadership
* Wellbeing and safety
* Career development and agility
* Flexibility
* Purpose
* Co-worker relationships
* Compensation
* Technology
* Workplace

## Improvement plan

This template is aimed at assisting services to develop action plans to address areas for improvement identified in the EVP maturity matrix or against leading practice statements, at the organisation or unit level.

Plans should aim to be tangible, practical and measurable, with clear timeframes for implementation of activities and actions, and regular review against the self-assessment tools to determine progress and identify when different or additional activities are required.

The choice of actions will also be determined by where tangible, measurable, and discrete actions are currently possible within the available time, budget, and staffing.

## How to use the template

The template is intended to be used as a way of stepping out the various aspects associated with addressing the individual issues or gaps identified through the self-assessment tools.

* The sections can be completed with as much or as little detail as appropriate for the scale of the issue and the proposed actions.
* It is recommended that no more than three actions be undertaken at any one time to ensure that focus is maintained, and progress can be accurately measured and tracked.
* The template can be modified or adjusted to suit the individual needs of the organisation.

### Action item 1: [ACTION NAME]

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| --- | --- |
| Objective | *Outline the improvement or leading practice you want to achieve.** *Are there particular groups within the workforce particularly affected (for example, a particular professional group or role, a specific site or location, or an organisational grouping such as a division or workgroup)*
 |
| EVP Domain/s | *Which of the nine EVP domains does this issue fall under? Note that some issues may cross over more than one domain.*  |
| Desired outcome | *What outcome are you aiming to achieve?* * *For example, “Improve staff engagement by X%” or “Increase cross-team collaboration” or “Increased staff awareness of core organisational values”.*
* *Depending on the issue identified, this may include varying outcomes for different work groups within the organisation.*
 |
| Proposed actions | *Outline what actions you are proposing to take to address this issue.* * *Actions might include establishment or increased access to training or educational programs, review of documents or policies or programs, investment in specific resources or equipment…*
 |
| Key dates and milestones | *What date will your new actions commence?* *What date will this action be complete?**What steps will you take to achieve the action and by when?* |
| Performance measures | *What data sources will you use to monitor progress against your outcome?* * *Consider the possible data sources included in the maturity matrix spreadsheet.*
* *Consider if less formal measures such as observation and feedback should be utilised.*
 |
| Resources | *What resources (time, staff, funding) are required to support these actions?*  |
| Action lead | *Who will be responsible for overseeing the planned actions?* *Who will be responsible for implementing the planned actions?*  |

### Action item 2: [ACTION NAME]

|  |  |
| --- | --- |
| Objective | *Outline the improvement or leading practice you want to achieve.** *Are there particular groups within the workforce particularly affected (for example, a particular professional group or role, a specific site or location, or an organisational grouping such as a division or workgroup)*
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| EVP Domain/s | *Which of the nine EVP domains does this issue fall under? Note that some issues may cross over more than one domain.*  |
| Desired outcome | *What outcome are you aiming to achieve?* * *For example, “Improve staff engagement by X%” or “Increase cross-team collaboration” or “Increased staff awareness of core organisational values”.*
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| Proposed actions | *Outline what actions you are proposing to take to address this issue.* * *Actions might include establishment or increased access to training or educational programs, review of documents or policies or programs, investment in specific resources or equipment…*
 |
| Key dates and milestones | *What date will your new actions commence?* *What date will this action be complete?**What steps will you take to achieve the action and by when?* |
| Performance measures | *What data sources will you use to monitor progress against your outcome?* * *Consider the possible data sources included in the maturity matrix spreadsheet.*
* *Consider if less formal measures such as observation and feedback should be utilised.*
 |
| Resources | *What resources (time, staff, funding) are required to support these actions?*  |
| Action lead | *Who will be responsible for overseeing the planned actions?* *Who will be responsible for implementing the planned actions?*  |

### Action item 3: [ACTION NAME]

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| --- | --- |
| Objective | *Outline the improvement or leading practice you want to achieve.** *Are there particular groups within the workforce particularly affected (for example, a particular professional group or role, a specific site or location, or an organisational grouping such as a division or workgroup)*
 |
| EVP Domain/s | *Which of the nine EVP domains does this issue fall under? Note that some issues may cross over more than one domain.*  |
| Desired outcome | *What outcome are you aiming to achieve?* * *For example, “Improve staff engagement by X%” or “Increase cross-team collaboration” or “Increased staff awareness of core organisational values”.*
* *Depending on the issue identified, this may include varying outcomes for different work groups within the organisation.*
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| Proposed actions | *Outline what actions you are proposing to take to address this issue.* * *Actions might include establishment or increased access to training or educational programs, review of documents or policies or programs, investment in specific resources or equipment…*
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| Key dates and milestones | *What date will your new actions commence?* *What date will this action be complete?**What steps will you take to achieve the action and by when?* |
| Performance measures | *What data sources will you use to monitor progress against your outcome?* * *Consider the possible data sources included in the maturity matrix spreadsheet.*
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| Resources | *What resources (time, staff, funding) are required to support these actions?*  |
| Action lead | *Who will be responsible for overseeing the planned actions?* *Who will be responsible for implementing the planned actions?*  |