

Employee Survey Action Plan Template

A practical template for turning survey findings into clear priorities, ownership and measurable follow-up.

HOW TO USE THIS TEMPLATE

1. Choose 1 to 3 priorities
2. Define specific actions
3. Assign one owner
4. Set a deadline and success measure
5. Review and share progress

Priority	What the survey showed	Action	Owner	Deadline	Success measure	Follow-up date
1						
2						
3						
4						

NOTES
