



**UCSF
Human
Resources**

WHY ACTION PLANNING MATTERS

- ✔ Engagement only improves when feedback turns into action.
- ✔ Year-round action planning is where trust is built and where employees see that what they share leads to meaningful change.



HOW HR SUPPORTS LEADERS AND TEAMS

Team Engagement Action Planning Guide

Self-directed guide with downloaded checklists, meeting templates, including facilitated process for team action planning

Engagement Action Lab

Virtual 90-minute interactive sessions on action planning (from May to October each year)

Action Planning Office Hours

Virtual sessions every other week open to people leaders and Engagement Ambassadors

Unlocking Engagement

30-minute eCourse for directors, managers, and supervisors to learn more about role and responsibilities on communicating effectively, creating accountability, and developing exceptional leaders.

Strengthening Team Engagement

3-hour in-person workshop designed to help people leaders use CliftonStrengths to maximize team performance.

2026 SURVEY TIMELINE & KEY DATES



February

Leaders Nominate your engagement ambassador by Feb 24th

April

Engagement survey period opens on April 7th

May

- Survey period closes on May 1st
- Survey results releases on May 13th
- Begin reviewing results with team

LEARNING & ORGANIZATION DEVELOPMENT ENGAGEMENT WEB RESOURCES & SUPPORT



[Learning.ucsf.edu/Engagement](https://learning.ucsf.edu/Engagement)

- [Resources for Managers as Engagement Advocates](#)
- [Engagement Ambassador Resources](#)
- [Engagement Action Planning Resources](#)
- [L&OD Service Request Form](#)

Need Additional Support?

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