TEMPLATE

Meeting in a Box

*About this tool*

**PURPOSE:** To provide tips, tools, and information for managers and supervisors to use during a workplace modernization project

**AUDIENCE:** Managers and supervisors in supporting their employees through workplace change

**USE:**

* In a manager’s toolkit
* As part of a training plan
* Meetings with supervisory employees
* On an internal website
* Emails

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# Modernized workplace cardboard box image Overview

This document is intended to provide you with information and tools to support your employees in their transition to a modernized workplace. It includes tips on engaging employees, key messages on changes, as well as templates for a meeting to gather employee feedback.

## Your role

The workplace modernization requires your support as a key partner in managing change for your employees, including:

* Informing employees of the changes to come, the decisions being made and why.
* Carrying the message of the benefits and opportunities associated with a modernized workplace.
* Listening to employee concerns and communicating those concerns to the change management team in order to address them.
* Supporting employees in adopting change.

## Types of meetings

There are several ways to engage employees in discussions about the changes to come. Below are some options for you to consider. Choose the approach that works best for you and your team.

* Take over a **regular staff meeting** to make a presentation and engage in a discussion that flows from your presentation.
* Schedule a **dedicated meeting** to address the changes in the new workplace.
* Schedule **informal meetings** with employees (e.g., lunch and learn) to discuss issues related to a modernized workplace.
* Use regular staff meetings to provide **brief updates** to your employees on the latest information and discuss key issues over time.

## Employee engagement

The move to a modernized workplace will have varying effects on employees. You need to be attentive and responsive to your employees’ individual and collective concerns. A change such as a move to a new workplace can be an opportunity to initiate or enhance communication between you and your employees. Good communication can help turn a difficult situation into a pleasant experience and can be the beginning of a very positive culture change for the whole organization.

**Be open; be positive; be sensitive; communicate early and often.**

## Key points

[The content of this section might need to be customized to suit your respective workplace modernization project]

* Vision for the workplace modernization project–Why is the organization modernizing?
* Objectives of the workplace modernization project
* What is expected from each of you
* How can you participate
* Where to go to find out more information
* **Laptops/tablets** and mobile phones will replace desktop computers and wired telephones for most employees.
* **Wi-Fi** access to our network will be available everywhere*.*
* **GCdocs** will be used for corporate document storage; shared drives will be disabled.
* Meeting rooms with the latest technology, including **videoconferencing**, will enable collaboration and communication.
* Acrossthe organization, **different types of workpoints** will now be available for you to choose from, including individual workstations with height-adjustable desks and workpoints that encourage concentration or collaboration. There will be a mix of **individual** and **collaborative** work points.
* Each employee will have its own **personal locker** to store their laptop/tablet and personal effects. Secure cabinet file drawers for secret storage will also be available on the floor.
* There will be a variety of open **collaborative spaces**, **touchdown workstations** and **quiet rooms** available, as well as bookable and non-bookable **meeting rooms**.

# Meeting Template

## Meeting details:

| Date and time: | Host/manager(s): |
| --- | --- |
| Location of meeting: | Sector and team:  |
| Attendees: |

## Issues discussed:

| SpaceTechnologyCulture |  |
| --- | --- |
| What’s changing for our team? |  |
| How will these changes impact our work? |  |
| What are the opportunities for improving how we work? |  |
| What elements will inhibit us from being productive? |  |
| What could be done to help limit the disruption we experience? |  |

## Decisions made as a group

| How can we have the workplace we will feel proud of? |  |
| --- | --- |
| How do we want to be treated in the new workplace? |  |
| Other decisions |  |

## Follow up

| Actions for manager(s) | Actions for employees |
| --- | --- |
|  |  |

## Employee feedback

| Date and time: | Host/manager(s): |
| --- | --- |
| Location of meeting: | Sector and team: |
| On a scale of 1 to 5, please indicate your level of agreement with the following statements. | **1**Strongly disagree | **2**Disagree | **3**Neither | **4**Agree | **5**Strongly agree |
| I am well informed of the changes that will take place in my workplace. |  |  |  |  |  |
| I was able to discuss and better understand some commonly held myths surrounding my modernized workplace. |  |  |  |  |  |
| I look forward to the changes in my workplace. |  |  |  |  |  |
| I have the knowledge to be successful in my new work environment. |  |  |  |  |  |
| I am confident I will be able to adapt to the new workplace. |  |  |  |  |  |
| I was able to discuss with my team how we should prepare for this transition. |  |  |  |  |  |
| Please provide your comments about the session in order to continue to improve the tools and future workshops. |
| Were the discussions during the meeting relevant and meaningful to you? If not, please describe a scenario or discussion you would like to have incorporated into the meeting. |  |
| Are there any other tools or information that you would suggest for future meetings? |  |