****

**Workplace Transformation Program**

**COMMUNIQUE for Workplace Transformation Project Information package**

**VERSION 1**

**Date:** MAy 11, 2022

COMMUNIQUE for Workplace Transformation Project Information Package

***To be removed before sending***

**Objectives:** This document is to be used to provide employees with information on the organizational vision for the future workplace, introduce the features of the specific *Workplace Transformation Project*, provide information on the GCworkplace design principles, understand how they will be able to contribute and get them ready to answer the Functional Programming Survey (design survey).

**Whom should this be sent to:** All impacted employees

**When to send the invitation** : This document is to be used after the project has been announced to employees and before launching the functional programming survey. *We highly recommend sharing the content of this package to employees during a townhall session.*

**Who should send the invitation**: Executive Sponsor, Deputy Minister or Assistant Deputy Minister Level.

The proposed message below must be adapted by respective clients to ensure the message follows internal cultural attributes, organizational vision, name of the project, and any specifics details.

Welcome to the first planning step of our *Workplace Transformation Program* project!

As shared with all on [date], our organization has decided to modernize our workplace at [ADDRESS/city or cities] in light of providing you with a workplace that will support hybrid working and sustains wellbeing, inclusivity, collaboration, productivity, flexibility and mobility – a workplace that is truly ours. To be successful, we require your input early in the process.

Therefore, we are sharing with you this information package that will provide you with important information as you are onboarding into an exciting transition. This package that is being shared with future users of the modernized workspace, includes:

* information on our organizational vision for the future workplace
* introduce the specific features of the Workplace Transformation Project
* information on the GCworkplace design principles,
* highlight how you will be able to participate in the project and how you will be supported.

We highly recommend that you to take the time to read the content of this document. The shared material provides you with the knowledge so you can participate in the next step of the design process of this workspace: the design survey.

Soon, you will receive a short survey (only seven substantial questions) that will ask you to provide information on your work activities, functions and how you work. This information is a critical input to design a workspace that will support your work activities such as learning, focusing, collaborating and socializing, the details of which you are best positioned to provide. These new hybrid work environments will comply with the Government of Canada’s GCworkplace standards.

We can look forward to changes that we plan, drive, deliver and occupy - together. This is an opportunity to improve our workplace and our ways of working to continue delivering our mandate – from a workspace that will sustain our achievements today and tomorrow.