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**Workplace Transformation Program**

FEATURE WALL THEME SELECTION INVITATION and results ANNOUNCEMENT

**VERSION 1**

**Date:** SEPTEMBER 2023

Feature Wall Theme Selection Invitation – Workplace Transformation Program

***To be removed before sending***

**Objective:** This section presents an example that can be used to invite all impacted employees to participate in a feature wall theme selection activity in order to identify what your feature wall will look like in your new GCworkplace work environment

**Target audience for this section:** All impacted employees assigned to the new GCworkplace work environment

**Who sends and signs this:** Executive Sponsor

**When to send the invitation** : Coordinate with your project team/design team

**Expected outcome**: promote employee participation, stimulate their creativity and foster a sense of community

The **French** version of this document is available here : FR version

**TO: All impacted employees**

**FROM: [EXECUTIVE SPONSOR]**

**SUBJECT: Vote on the feature wall theme for our** **[Project name]! Vote is open until [date and time]**

**PLATFORM: [MS Outlook]**

The Project Design Team is designing a feature wall for our **[Project name]** and it is up to us to identify a **[concept/theme]** for the feature wall in our new workplace!

This is a fantastic opportunity to participate in customizing our new workplace by using your creativity and to make it our own. You are then all invited to vote for your favorite feature wall theme amongst the various proposed options.

It is called a feature wall, but what is displayed or what is the main theme is entirely up to us. Based on our choice, the Project Design Team will then build a custom design to enhance our workplace. The wall will be located in **[insert location].**

Here are the proposed themes for our feature wall:

**[Insert proposed themes/concepts you wish to present to employees]**

**Insert images for each theme/concept as reference for participants – The Project Design Team may be able to provide them.**

These examples are for reference only, the final design may differ.

**How to vote**

**[Insert your vote strategy – here are some examples for you to choose from or use your own]**

* **Use the vote buttons in the top left corner of this email to select your favorite wall theme**
* **Click on the link below to open Slido and select your favorite wall theme**
* **Raise your hand for your favorite wall theme**

**There are alternatives to an employee vote, for example:**

* **Establish a focus group who will propose themes or identify the concept/theme**
* **Create a sub-committee composed of employee representatives**

**Insert images for each theme as reference for participants.**

Please note that you have until **[date and time]** to vote for your favorite wall theme.The wall theme with the most votes will be announced in an upcoming communication.

I look forward to announcing the winning wall theme for our new workplace!

Thank you,

**[Executive sponsor signature]**

 Feature Wall Theme Selection Results Announcement

***To be removed before sending***

**Objective:** This section presents an example that can be used to announce the chosen feature wall theme for the new workplace

**Target audience for this section:** All impacted employees assigned to the new GCworkplace work environment

**Who sends and signs this:** Executive Sponsor

**When to send the announcement** : Anytime once the feature wall theme has been chosen

**Expected outcome**: Promote employee participation, stimulate their creativity and foster a sense of community

The **French** version of this document is available here : FR version

**TO: All impacted employees**

**FROM: [EXECUTIVE SPONSOR]**

**SUBJECT: Feature wall theme vote selection results for our [Project name]!**

**PLATFORM: [MS Outlook]**

We have a winner! You have spoken and selected **[enter the chosen feature wall theme]** as the main theme for our feature wall in our new workplace!

**Insert images as examples of the chose feature theme for employees – The Project Design Team may provide them.**

**Specify that these examples are for reference only, the final design may differ.**

Over the coming weeks, the Project Design Team will propose a final concept that matches our feature wall theme. The Project Design Team will then present the final concept/sneak peak of the final design on **[enter a date or an approximate date when it will be presented to employees].**

We will keep you informed as we receive more information on this matter.

We wish to thank you all for your fantastic participation!

**[Executive sponsor signature]**