**(DRAFT 1) – Executive level address to directors/managers to promote active engagement in Workplace *Transformation Program* process*.***

***To be removed before sending***

**Objectives: raise awareness + promote engagement among employees in regard to their future workplace**

**Whom should this be sent to:** all managers, senior managers, directors and above – everyone who has more than 20 employees reporting to them.

**When to send**: To be sent in advance of the project being announced to the affected employees

**Who should send the invitation**: Client Project Sponsor – Deputy Minister or Assistant Deputy Minister Level.

**Expected outcome**: Ensure as many people with supervisory duties as possible are ensure that employees are expected to actively engage in the *Workplace Transformation Program* processes to achieve a sense of ownership of the future design of their workplace.

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.

Over the past two years, you have provided leadership as the pandemic changed everyone’s work and even our relationship to our given workplace changed. At [organization name] we, acknowledge that work may never be same as before.

The pandemic also changed the way interact with each other. We need to rethink how we use our office space over the long term and redesign the workspaces we have, the way we work and the employees experience in an hybrid ecosystem of spaces.

Today, we have the opportunity to do so, to enable us to serve even better the Canadians who depend on our programs and the reliable delivery of our services. Our organization has decided to jump on this opportunity and to modernize the [name of building, floors, etc.], in collaboration with Public Services and Procurement Canada (PSPC) through their *Workplace Transformation Program.* Conceived to meet the current post-pandemic circumstances in locations that require minimum alterations to existing constructed elements, the *Workplace Transformation Program* aims to plan and deliver on an accelerated schedule, the renewal of existing workplaces through activity-based design, while following the GCworkplace standard.

Activity-based design is a design concept that recognizes that through the course of any day, employees engage in many different activities and that they need and can choose different types of work settings to accommodate these activities. This type of work environment is known as the activity-based workplace (ABW). We understand it will be a change from the workplace we used to know, but it will also provide us with the opportunity to elaborate new ways of working based on what we have learned in the past years and what we expect the future to be.

The end results will provide employees [of branch XYZ, specify as required] with a modernized space [or modernized spaces] that will support [name of organization]’s new vision of providing a workplace that sustains wellbeing, inclusivity, collaboration, productivity, flexibility and mobility.

Your leadership is needed again, more than ever, to promote and motivate everyone in your teams to actively engage, when called upon, in the process of redesigning our workspaces. Your support and leadership by example will be needed to ensure a transition that is as smooth as possible, while we build together our workplace of the future; a new, modernized environment where we thrive and succeed.

Let us look forward these exciting changes. This is an opportunity to deliver our mandate and provide our organization and employees with a workplace the enables us to support the workforce of today and the future.