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**Workplace Transformation Program**

**Invitation to employees OR** **employees’ representatives to complete the Functional Program SURVEY**

**VERSION 3**

**Date:** SEPTEMBER 2022

Contents

[1.1 - Invitation to all impacted employees 3](#_Toc112745666)

[1.2 - Invitation to representatives of impacted employees 4](#_Toc112745667)

[2.1 – Reminder invitation to all impacted employees 5](#_Toc112745668)

[2.2 – Reminder invitation to representatives of impacted employees 5](#_Toc112745669)

[3.1 – Thank you communication to employees 6](#_Toc112745670)

Communication templates to employees or employees’ representatives to complete the Functional Program survey

***To be removed before sending***

**Objectives:** Invite employees to participate in the survey tocapture and understand the work activities and expectations of employees in regard to their future workplace

**Whom should this be sent to:** all employees - or, on their behalf as necessary, representatives of the employees - who will be using the future space.

**Two versions of the invitation:** Below you will find two versions of this invitation. One addressed to all employees. The second one customized to be sent to the employee’ representatives.

**When to send the invitation** : To be sent once the project has been announced to the affected employees (or their representatives) either via a communiqué or a townhall. To be coordinated with the PSPC project manager and design manager.

**Who should send the invitation**: Executive Sponsor in collaboration with the Project Sponsor

**Expected outcome**: Ensure as many employees (or employees’ representatives) as possible participate into the survey for the benefits of the future design of the 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.

The **French version** of this document is available here : [FR version](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwiki.gccollab.ca%2Fimages%2Fd%2Fd5%2FWTP_-_Invitation_aux_employ%25C3%25A9s_-_Sondage_sur_la_programmation_fonctionnelle.docx&wdOrigin=BROWSELINK)

### 1.1 - Invitation to all impacted employees

**TO:** [Employees’ representatives]

**FROM:** [Executive sponsor + project sponsor]

**SUBJECT:** [Suggested title] Modernizing our workplace: what do you think? [location] or [name of the project]

 Our Department understands that after working remotely because of the long pandemic, the way we work has changed and the way we use our offices will change. At [Organization name], we’re no strangers to change—in fact, change plays an integral role in the evolution and growth of our organization.

We view these changing work considerations as an opportunity to rethink our working environment to continue to perform, deliver our mandate and reach our goals. Our office environment will enable us to thrive and be productive. We are committed to offer a workplace that supports flexibility and mobility.

As a first step on our journey in the planning and implementation of this modernized workplace, we need to hear from you, about your activities, your work and your needs. This will guide the design of our workplace, modernized following the GCworkplace standards which offer a variety of workpoints to support employees in their work activities. We are hoping to have the [project name] fully operational by [date].

We invite you to complete this short survey because our success in planning and delivering our renewed workplace environment rests on your valuable input in putting it together. Help us set the markers for the modernized workplace environment that will provide you a positive work experience at the office.

To access and complete the survey, please click on the following link [xxxx] before [DD-MM]. The survey will take about 5-10 minutes to complete. If you have any questions on the actual survey or project, please communicate with [name of the person and email address].

All of these steps will take us closer to implement a new modern workspace that promotes a welcoming experience, collaboration, team cohesion and innovation.

### 1.2 - Invitation to representatives of impacted employees

**TO:** [All impacted employees]

**FROM:** [Executive sponsor + project sponsor]

**SUBJECT:** [Suggested title] Modernizing our workplace: what do you think? what do your colleagues do? what do they need? [location] or [name of the project]

 Our Department understands that after working remotely because of the long pandemic, the way we work has changed and the way we use our offices will change. At [Organization name], we’re no strangers to change—in fact, change plays an integral role in the evolution and growth of our organization.

We view these changing work considerations as an opportunity to rethink our working environment to continue to perform, deliver our mandate and reach our goals. Our office environment will enable us to thrive and be productive. We are committed to offer a workplace that supports flexibility and mobility.

As a first step on our journey in the planning and implementation of this modernized workplace, we need to hear from you, in your capacity as employees’ representatives, about the activities, the work and the needs of everyone you represent, as individuals and as a group. Yours is the voice to tell the project team what your colleagues do and what they need. Your complete answers to this survey will guide the customized design of the workplace that serves you and everyone you represent: a new, open, flexible and modernized workplace following the GCworkplace standards which offer a variety of workpoints to support employees in their work activities. We are hoping to have the [project name] fully operational by [date].

We invite you to complete this short survey because our success in planning and delivering our renewed workplace environment, for everyone, rests on your diligent and valuable input in putting it together. Help us set the markers for the modernized workplace environment that will provide you, and all the employees for whom you will answer the survey questions, a positive work experience at the office.

To access and complete the survey, please click on the following link [xxxx] before [DD-MM]. The survey will take about 5-10 minutes to complete. If you have any questions on the actual survey or project, please communicate with [name of the person and email address].

All of these steps will take us closer to implement a new modern workspace that promotes a welcoming experience, collaboration, team cohesion and innovation.

### 2.1 – Reminder invitation to all impacted employees

**TO: [Employees’ representatives]**

**FROM: [Executive sponsor + project sponsor]**

**SUBJECT: [Suggested title] Modernizing our workplace: what do you think? [location] or [name of the project]**

This is a gentle reminder; yet this is an important reminder. Join your many colleagues who have completed the short and easy survey about your activities, your work and your needs; your answers will inform and guide the designers who will plan our new workplace that will enable us to thrive and be productive.

You don’t want to be left behind. Our success in planning and delivering our renewed workplace environment rests on your valuable input in putting it together. Help us set the markers for the modernized workplace environment that will provide you a positive work experience at the office. We are hoping to have the [project name] fully operational by [date].

To access and complete the survey, please click on the following link [xxxx] before [DD-MM]. The survey will take about 5-10 minutes to complete. If you have any questions on the actual survey or project, please communicate with [name of the person and email address].

All of these steps will take us closer to implement a new modern workspace that promotes a welcoming experience, collaboration, team cohesion and innovation.

### 2.2 – Reminder invitation to representatives of impacted employees

**TO: [All impacted employees]**

**FROM: [Executive sponsor + project sponsor]**

**SUBJECT: [Suggested title] Modernizing our workplace: what do you think? what do your colleagues do? what do they need? [location] or [name of the project]**

This is a gentle reminder; yet this is an important reminder. Because you are an employees’ representative. Join your many colleagues who have completed the short and easy survey about your activities, your work and your needs; your answers will inform and guide the designers who will plan our new workplace that will enable us to thrive and be productive.

You don’t want to be left behind. Indeed, as an employees’ representative, you want your and your colleagues’ voices heard. Our success in planning and delivering our renewed workplace environment rests on your valuable input in putting it together. Help us set the markers for the modernized workplace environment that will provide you a positive work experience at the office. We are hoping to have the [project name] fully operational by [date].

To access and complete the survey, please click on the following link [xxxx] before [DD-MM]. The survey will take about 5-10 minutes to complete. If you have any questions on the actual survey or project, please communicate with [name of the person and email address].

All of these steps will take us closer to implement a new modern workspace that promotes a welcoming experience, collaboration, team cohesion and innovation.

### 3.1 – Thank you communication to employees

***To be removed before sending***

**Objectives:** To thank everyone who completed the survey and remind them how relevant and significant their participation is to the design of the new workplace environment.

**Whom should this be sent to:** Everyone who has completed the survey.

**When to send the thank-you note**: To be sent once the Functional program survey has been closed. To be coordinated with the PSPC project manager and design manager.

**Who should send the invitation**: Client Project Sponsor

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.

**TO:** [employees & employees’ representatives who completed the survey]

**FROM:** [PROJECT SPONSOR]

**SUBJECT:** THANK YOU for assisting in the design of your next workplace

Thank you!

As you know our [ORGANIZATION XYZ] has embarked on a journey to provide our employees with a workplace that will support flexibility and mobility in a post-pandemic world. We believe that this workplace will [insert organization vision].

On behalf of [ORGANIZATION XYZ] it my pleasure to thank you having completed the functional survey. It is also a great pleasure to share with you how gratifying it is to know that you and so many of your colleagues have diligently completed that survey. As part of the design process for this workplace transformation project, the survey was an important step of the process to ensure the workplace that we will be modernizing will enable all of us to perform our work, deliver our mandate and reach our goal in a work environment that will allow us to thrive and be productive. In short, an important step towards a workplace that is truly ours.

As you know, we are hoping to have the [project name] fully operational by [date]. Between now and then there are a few steps. The next one will see the design team validating the results of the survey (with employees’ representatives and our accessibility, IT, security and special equipment subject matter experts) before finalizing the concept design.

Stay tune. Success in planning and delivering our new workplace environment requires your active participation. With your help, we will deliver a new modern design for our office spaces that promotes a welcoming experience, collaboration, team cohesion and innovation.