

# Activity sheet three

## Analyse – plan – do – review

When you've completed the culture star to analyse your workplace culture, use the analyse – plan – do – review approach to think about what you need to do to get to the next step. These templates will help.

- Discuss and **analyse** with your staff the reasons why you've placed your organisation where you have on the ladder. Discuss what you'll need to do next.
- **Plan** the actions you need to take to move up a step on the ladder. Decide what you'll do differently.
- Develop an action plan to ensure that you **do** the things that you need to do to develop a positive workplace culture.
- **Review** your progress. Revisit the culture star in six months to see how many steps you've moved up.

### Analyse: Analysis recording template

Use this template to records the findings from the analysis of your workplace culture.

Area of analysis	What's your analysis shown about your workplace culture?	What impact does this have for your workplace culture? Negative or positive.
Social influences		
Environmental influences		
Organisational influences		
A sense of identity		
Shared values		
Norms and practices		
Lines of communication		
Complex sub-cultures		
Continuous development and change		

## Analyse: SWOT analysis

Use this SWOT template to identify the factors that are helpful or harmful to achieving your desired workplace culture – these might be internal or external to your organisation.

Helpful to achieving your desired culture			
<b>Strengths</b> Aspects of your workplace culture that give it an advantage over others.		<b>Opportunities</b> Aspects that your workplace culture could exploit to its advantage.	
Internal	External	Internal	External

Helpful to achieving your desired culture			
<b>Weaknesses</b> Aspects that place your workplace culture at a disadvantage.		<b>Threats</b> Elements in your environment that could cause trouble for the workplace culture.	
Internal	External	Internal	External

# Plan: Implementation plan template

Use this template to help you plan what you want to do to achieve the desired outcome.

Areas for development	Action required	Who's responsible?	By when/ timescales	Outcomes for your service	Evidence of outcome
A sense of identity					
Shared values					
Norms and practices					
Lines of communication					
Complex sub-cultures					
Continuous development and change					

## Review: Monitoring template

Use this template to monitor your progress – it can help you review what’s working and what might need changing in your plan.

Areas for development	Action required	Who's responsible?	Status: red, amber or green	Progress	Comments and future activity
A sense of identity					
Shared values					
Norms and practices					
Lines of communication					
Complex sub-cultures					
Continuous development and change					