

# Sharing Results/Insights

## Template 9 – Share Highlights of Results

*From Project Owner within client organization: DEI/HR Manager*

### When

After leadership review; within weeks of survey completion.

### Why

This communication should happen within weeks of survey completion - NOT months. It is best to share this message AFTER you and the leadership team have had a dialogue to understand the findings and commit to the process for addressing the findings. Do not wait until the full action plan has been developed. (A separate message should be sent at that point to share your overall strategy including more specific results, how you are addressing the results, and who is responsible for implementation).

This message should:

- **Thank employees for their time and candor.** If your response rate was high, acknowledge that. If you reached any specific response rate goals, recognize those achievements;
  - **Start with the positive.** Celebrate the strengths of the organization, particularly at an overall level;
  - **Share what you learned.** Employees want to believe their time was useful, so if you and the company now understand things differently as a result of your survey findings, you can now demonstrate humility and a willingness to learn - great inclusive leadership skills! This also builds confidence that you and the organization are committed to making changes based on what you learned. In particular, if you have learned that some employees are not experiencing the workplace as inclusively as others, you don't have to name the groups specifically but you can share your commitment to understanding more and taking action to close those gaps. Emphasize that you are eager to tackle the issues and excited about the positive changes that will be coming soon;
  - **Explain what is next.** If you plan to share more detailed results later, let employees know an approximate date when that will happen. Share who will be developing the strategy to address the findings - whether you already have a department with responsibility or are establishing a task force or DEI council. Even if you don't know what the plan is, communicate what the process will be and that you will ensure accountability for action.
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Please choose the correct template by clicking on the buttons below.

Which of these assessments are you currently conducting?

- **Only ILA** (Inclusive Leadership Assessment)
- **Only DEID** (DEI Diagnostic)
- **Both ILA and DEID** at the same time

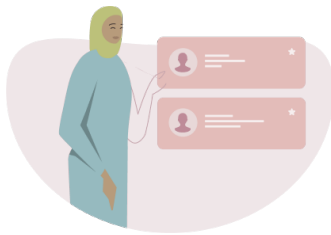
(If you're not sure, please address your concern with your Pulsely project manager.)

ILA for a  
Leadership Team

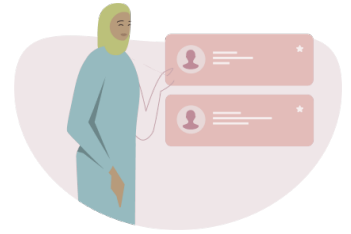
ILA for an  
Organization or  
Department/Unit

DEI Diagnostic

Both ILA and  
DEI Diagnostic



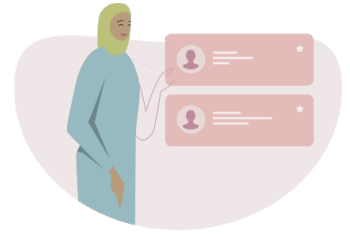
## ILA for a Leadership Team



N/A

Since you are discussing the results among the team who participated in the Inclusive Leadership Assessment there is no need to send a formal email/communication sharing the results. However, we recommend that you draft a short and concise document with the main highlights and takeaways from your discussions and make it easily accessible to the whole team.

ILA for an  
Organization or  
Department/Unit



Once again, I would like to thank all of you who participated in our Culture Survey. I appreciate the time you took to candidly share your perceptions and beliefs.

The [LEADERSHIP TEAM] and I reviewed the results last week and had an engaging dialogue about their impact on [COMPANY]. We are proud to share that [INSERT POSITIVE RESULTS HERE].

At the same time, there were findings that were more difficult to hear. We learned that despite our intentions to build an equitable company, not all employees experience the workplace as inclusive. I personally came away with greater awareness that [INSERT PERSONAL LEARNING HERE]. We are committed to understanding more about the challenges that exist and taking intentional steps to close workplace inclusion gaps at [COMPANY].

As a result of this discussion, we prioritized [NUMBER] focus areas:

- [FOCUS AREA #1]
- [FOCUS AREA #2]
- etc.

I will share the results in more detail [NEXT MONTH] after we have developed our strategy and action plan. In the interim, [DESCRIBE TASK FORCE OR GROUP RESPONSIBLE FOR THIS PLAN] will take these focus areas and build action plans targeted to our specific challenges. The plan will also identify goals, accountability metrics, and a timeline.

Lastly, we know inclusion is as much a result of organizational policies and practices as it is individual interactions. Many of us chose to receive our own personal reports. The process offered me an opportunity to reflect on my own beliefs and behaviors and where I have room to grow.

I hope you, too, are taking advantage of the tools and resources offered to build our inclusion skills. I hope you are equally optimistic about the positive changes that will be coming soon and invite you to all join in creating a culture of inclusion at [COMPANY].

## DEI Diagnostic



Once again, I would like to thank all of you who participated in our Diversity and Inclusion Survey/Culture of Inclusion Survey. I appreciate the time you took to candidly share your experiences, perceptions and recommendations.

The [LEADERSHIP TEAM] and I reviewed the results last week and had an engaging dialogue about their impact on [COMPANY]. We are proud to share that [INSERT POSITIVE RESULTS HERE].

At the same time, there were findings that were more difficult to hear. We learned that despite our intentions to build an equitable company, not all employees experience the workplace as inclusive. I personally came away with greater awareness that [INSERT PERSONAL LEARNING HERE]. We are committed to understanding more about the challenges that exist and taking intentional steps to close workplace inclusion gaps at [COMPANY].

As a result of this discussion, we prioritized [NUMBER] focus areas:

- [FOCUS AREA #1]
- [FOCUS AREA #2]
- etc.

I will share the results in more detail [NEXT MONTH] after we have developed our strategy and action plan. In the interim, [DESCRIBE TASK FORCE OR GROUP RESPONSIBLE FOR THIS PLAN] will take these focus areas and build action plans targeted to our specific challenges. The plan will also identify goals, accountability metrics, and a timeline.

I hope you are equally optimistic about the positive changes that will be coming soon and invite you to all join in creating a culture of inclusion at [COMPANY].

## Both ILA and DEI Diagnostic



Once again, I would like to thank all of you who participated in our Diversity and Inclusion Survey/Culture of Inclusion. I appreciate the time you took to candidly share your experiences, perceptions and recommendations.

The [LEADERSHIP TEAM] and I reviewed the results last week and had an engaging dialogue about their impact on [COMPANY]. We are proud to share that [INSERT POSITIVE RESULTS HERE].

At the same time, there were findings that were more difficult to hear. We learned that despite our intentions to build an equitable company, not all employees experience the workplace as inclusive. I personally came away with greater awareness that [INSERT PERSONAL LEARNING HERE]. We are committed to understanding more about the challenges that exist and taking intentional steps to close workplace inclusion gaps at [COMPANY].

As a result of this discussion, we prioritized [NUMBER] focus areas:

- [FOCUS AREA #1]
- [FOCUS AREA #2]
- etc.

I will share the results in more detail [NEXT MONTH] after we have developed our strategy and action plan. In the interim, [DESCRIBE TASK FORCE OR GROUP RESPONSIBLE FOR THIS PLAN] will take these focus areas and build action plans targeted to our specific challenges. The plan will also identify goals, accountability metrics, and a timeline.

Lastly, we know inclusion is as much a result of organizational policies and practices as it is individual interactions. Many of us chose to receive our own personal reports. The process offered me an opportunity to reflect on my own beliefs and behaviors and where I have room to grow. I hope you, too, are taking advantage of the tools and resources offered to build our inclusion skills.

I hope you are equally optimistic about the positive changes that will be coming soon and invite you to all join in creating a culture of inclusion at [COMPANY].