

# Tips to Encourage Employee Input

These are ways for a steering committee or managers to encourage employee input on potential solutions.

## Encouraging employee input

- **Give notice of upcoming opportunities** for employees to share ideas
- **One-on-one/small group meetings** may increase the likelihood that people will participate by speaking with them individually or in small groups
- **Committee** – involve an existing committee or form a new committee to focus on solutions to identified challenges
- **Suggestion box** – provide opportunities for employees to confidentially contribute ideas



## How to move toward solutions

- **Explain why you want input**
- **Lead with questions and use 'we' not 'I':** "How do you think we can alleviate some of the stress during busy days?"
- **Show employees you are listening**
  - Find a time to meet when you are somewhat free from distractions
  - Be open to new ideas
  - Reflect back what you have heard



## How to manage expectations without shutting the discussion down

- **Explain that all ideas are welcome**, but budget and time constraints may determine what is possible
- **Acknowledge ideas even if they are not possible:** "Yes, it would be helpful to hire more staff, but we don't have the budget. Let's talk about other ways to address your concern."
- **Making things better for one will make things better for the team** – recognize that some solutions may benefit or impact some employees more than others
- **Ask employees to think of 2 benefits + 2 challenges** for solutions they suggest so they can envision the result of a change



## Action Planning

- **Determine what solutions are possible and pick 1-2** that can be started quickly and more easily
- **To prioritize solutions, list feasible solutions on a poster board** and ask employees to put a mark next to their preferred solution
- **Ask for accountability:** encourage employees to help carry out the selected solution(s) and add their names to the action plan steps

