

WORKPLACE CULTURE

Action Planning Guide

IOWA

Human Resources

Workplace Culture is the degree to which key elements of a positive and productive work environment are present, including employees' sense of belonging, effective communication and teamwork, overall workplace satisfaction, mutual respect and acceptance, and the ability to balance personal and professional responsibilities.

OVERALL UNIVERSITY OF IOWA RESULTS	2022	2024	CHANGE
Q8: I can be my authentic self at work	n/a	88%	New
Q11: My unit distributes workloads fairly	73%	75%	+2
Q12: My unit supports work & personal life	83%	85%	+2
Q13: I have a voice in unit's direction	n/a	80%	New
Q14: Conflicts are managed	80%	80%	=
Q15: Coworkers are civil and respectful	90%	91%	+1
Q16: My unit supports diversity	87%	88%	+1
Q17: I say great things about my unit	85%	87%	+2
Q18: My team in my unit values me	n/a	85%	New
Q22: I feel valued as an individual at UI	n/a	77%	New
Q23: UI is welcoming and respectful	n/a	86%	New

HOW THIS IMPACTS THE WORKPLACE

- **Increased employee satisfaction and retention:** A supportive and welcoming work environment.
- **Enhanced teamwork and collaboration:** Effective communication and mutual respect.
- **Improved productivity and morale:** Employees feel valued and supported in balancing their personal and professional lives.

PROBING QUESTIONS

The following questions are intended to be **a starting point for data analysis and discussion** around survey results.

WORKLOAD DISTRIBUTION

- How do employees perceive the fairness of workload distribution within their teams?
- Are there any patterns or common concerns regarding workload imbalances?
- What strategies can be implemented to ensure a more equitable distribution of work?

SUPPORT OF WORK AND PERSONAL LIFE

- How well does the organization support employees in balancing their work and personal lives?
- What specific policies or practices are most effective in promoting work-life balance?
- Are there any additional supports or changes that could help employees manage their responsibilities better?

CONFLICT RESOLUTION PRACTICES

- How effective are the current conflict resolution practices in addressing workplace disputes?
- What types of conflicts are most common, and how are they typically resolved?
- What improvements can be made to ensure conflicts are resolved fairly and efficiently?

CIVILITY AND RESPECT





- How do employees perceive the level of civility and respect within the workplace?
- What examples can you provide where civility and respect have positively impacted the work environment?
- Are there any areas where improvements are needed to foster a more respectful workplace?

FEELING VALUED

- How valued do employees feel by their colleagues and the institution as a whole?
- What recognition and appreciation practices are currently in place?
- How can the organization improve its efforts to make employees feel more valued and appreciated?

FIRST STEPS

The following tools and resources are designed to help you **create actionable steps** as you build your action plan.

- 
USE THE WORKFORCE AND WORKLOAD TOOLKIT
 Clarify roles and distribute workload effectively within your team.
- 
IDENTIFY EMPLOYEES' STRENGTHS AND WORKING STYLES
 Implement tools like CliftonStrengths or the DISC assessment to help team members reflect on how their strengths and working styles can enhance the workplace.
- 
EXPLORE WORKPLACE FLEXIBILITY
 Discuss with your team how current work arrangements function and explore potential improvements.
- 
ADD INTENTIONAL CONNECTION TIME
 Incorporate individual check-ins or more frequent 1:1 meetings between team members to improve communication.

RESOURCES

[Building Cultural Competencies](#)

[Supervisor tools for building team culture](#)

[Workforce and Workload Planning Toolkit](#)

[Types of Recognition: Peer to Peer, Team, and Individual](#)

[Submit a request for consultation with Organizational Effectiveness](#)

[Shaping Workplace Culture as a Manager](#) (LinkedIn Learning)

[Creating a Positive and Healthy Work Environment](#) (LinkedIn Learning)