

S2P4-3: Quick Wins Catalogue

Purpose:

Provide managers with a ready-made list of low-effort, high-visibility actions they can take in response to common survey feedback. Designed to maintain momentum and build trust by acting quickly on staff input.

Example Table

Feedback Theme	Quick Win Action	Effort Level	Time to Implement	Visibility	Notes
Recognition	Start weekly “shout-out” email highlighting staff contributions	Low	Immediate	High	Rotate spotlight to ensure inclusiveness
Communication Clarity	Post key updates in a single, consistent channel	Low	1–2 days	High	Reduces confusion from scattered comms
Workload Fairness	Rebalance minor tasks between team members	Medium	1 week	Medium	Keep visible by sharing the updated task list
Development Opportunities	Invite staff to shadow another role for a day	Low	2 weeks	High	Doubles as relationship building
Tools & Resources	Create a shared folder for key process documents	Low	1–2 days	High	Increases self-service and reduces interruptions

How to use:

- Select actions that are relevant and achievable within the current cycle.
- Publicly credit the team for identifying the issue and show the fix.
- Feed larger or more complex changes into the continuous improvement process (S2P5-4).

What’s Different from Earlier Phases:

- Moves from testing single responses to building a curated, reusable library of ideas.
- Emphasises *speed and visibility* over long-term transformation.
- Supports managers in delivering tangible results even when structural fixes take time.

Uses:

- Builds belief in the engagement loop by showing that feedback leads to action.
- Gives less experienced managers an easy starting point.
- Helps maintain cycle momentum between larger initiatives.