Culture and Climate Assessment Sample Flow

Organisational Consultation

Step 1 - Identify

Process	Method Options
Scoping ▪ Outline focus of assessment ▪ Define subject areas of interest ▪ Identify respondent population ▪ Determine data collection process ▪ Establish deliverables	✧ Discussion
Assessment Development ▪ Construct assessment documentation – collection activities may include: ♦ Interview ♦ Focus groups ♦ Survey ▪ Define success criteria	✧ Discussion ✧ Focus groups (to highlight areas to be included in survey)

Step 2 – Informed Design

Process	Method Options
Foundations for Implementation ▪ Determine communication and implementation plan ▪ Confirm survey functionality	✧ Pilot ✧ User Acceptance Test
Data Collection ▪ Communicate assessment ▪ Undertake Organisational Culture and Climate Assessment	✧ Facilitated discussion ✧ Written and/or electronic communication ✧ Interviews ✧ Focus groups ✧ On-line organisational survey ✧ Paper and pencil organisational survey

Step 3 - Implement

Process	Method Options
Data Analysis and Report ▪ Collate results focussing on pre-defined areas of interest ▪ Present results addressing subject areas of interest including recommendations as required	✧ Facilitated discussions ✧ Written and/or electronic communication ✧ Presentations ✧ Written Report(s)
Evaluate and Review ▪ Assess process and report against success criteria ♦ Procedure and method ♦ Content ♦ Format ♦ Publication/Communication method	✧ Individual feedback/discussion

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