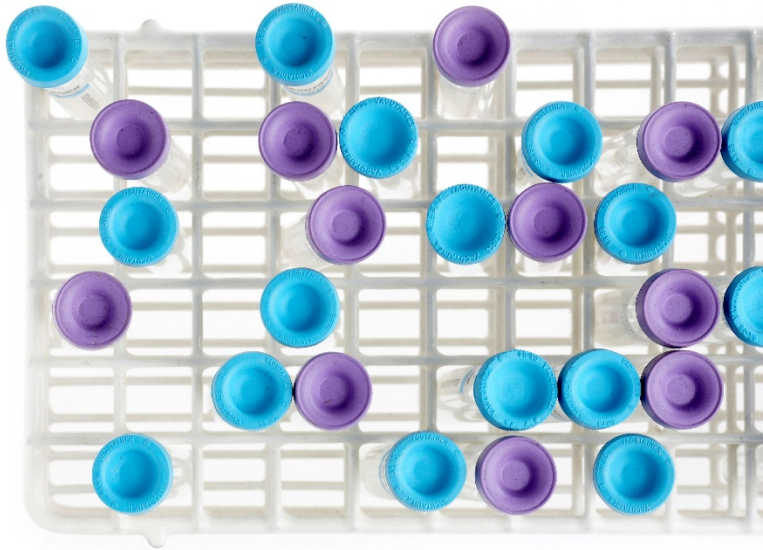
National Institutes of Health
Turning Discovery Into Health

Workforce Planning Toolkit

A Quick Guide to the NIH Employee Engagement SharePoint Site



2015

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Introduction

Welcome to the NIH Employee Engagement SharePoint Site.

This site supports the NIH Employee Engagement Liaisons group (NEEL) by providing workforce management staff the necessary resources and tools to enhance employee engagement activities, share best practices and increase collaboration across the Institutes and Centers (ICs).

Who uses the SharePoint site?

Launched in July 2015, the SharePoint site supports the NIH Employee Engagement Liaisons group (NEEL) members and their activities. The site is available to support anyone interested in employee engagement, retention, and workforce collaboration, including:

- HR Specialists
- Management Analysts
- Supervisors
- Team Leads
- Administrative Officers
- Others

What is NIH Employee Engagement Liaisons group (NEEL)?

The NEEL group is dedicated to promoting collaboration and sharing best practices across workforce management staff related to employee engagement, strategic workforce planning, action planning and Federal Employee Viewpoint Survey (FEVS).

Why use the SharePoint site?

The SharePoint site provides workforce management staff the necessary tools and resources to focus on employee engagement activities. Through a compilation of research articles, books, webcasts and presentations on employee engagement, members of the site are able to create action planning strategies and identify best practices for their ICs. The site is updated weekly with free training resources posted on various topics that touch on human capital, workforce planning, employee engagement and action planning. Supervisors and team leads benefit by learning about non-monetary strategies for recognizing employees as well as specific and actionable ideas for engaging their employees on an individual level.

The site is often used as a collaboration tool for ICs to share best practices and communication plans for a range of topics including the Federal Employee Viewpoint Survey (FEVS), Public Service Recognition Week (PSRW) and action planning. Members can post documents directly onto the site by selecting the appropriate topic and contact subject matter experts from different ICs across NIH.

The Value of the SharePoint Site

Benefits of the NIH Employee Engagement SharePoint Site

- Provides centralized resource of employee engagement tools
- Promotes cross-organizational collaboration across ICs
- Efficiently disseminates employee engagement best practices
- Creates standardized management practices across ICs
- Allows immediate access to problem solving resources and strategies
- Supports workforce management staff functions
- Facilitates attributes of a high-performing organization

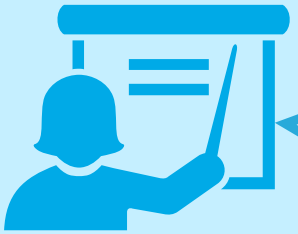
Tool Summary

Navigating the SharePoint site.

The site is comprised of six different topic sections including shared resources, FEVS, PSRW, tools for managers, training and webcast calendar and NEEL meeting notes.

Website Resources

1. Employee Engagement Shared Resources
2. Federal Employee Viewpoint Survey Tools
3. Public Service Recognition Week Campaign
4. Employee Engagement Tools for Managers
5. Training and Webcast Tools for Managers
6. NEEL Meeting Notes



To access the SharePoint site, go to:
https://ohr.od.nih.gov/NIHEngagement

To request access, please contact:
Anait Freeman, anait.freeman@nih.gov

Home Page

Site Actions | Browse | Page | Freeman, Anait (NIH/OD) [E]

NIH | NIH Employee Engagement Liaisons Group ▸ Home | I Like It | Tags & Notes

NIH Employee Engagement Liaisons Group | Employee Engagement Shared Resources | FEVS Tools | PSRW Campaign | Tools for Managers | Training & Webcast Calendar | NEEL Meeting Materials | Search this site...

Helpful Links

URL

- Content Submission Form
- NIH Employee Engagement Intranet
- NIH Employee Engagement Yammer
- NIH Employee Intranet
- NIH Work/Life Balance
- NIH Wellness
- NIH Homepage
- HHS FEVS Page
- OPM FEVS Page
- IC Employee Engagement Liaisons

NIH Employee Engagement Liaisons Group

Welcome to the NIH Employee Engagement Liaisons SharePoint Site! Please use this site to access and add employee engagement resources.

Employee Engagement Shared Resources

Federal Employee Viewpoint Survey Tools

Public Service Recognition Week Campaign

Employee Engagement Tools for Managers

Training and Webcast Calendar

NEEL Meeting Materials

Questions? Contact Anait Freeman, Program Manager (OD/OM/OHR/WSDD/WEB).

FEVS Tools Section

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Federal EVS Tools

NIH Employee Engagement Liaisons Group | Employee Engagement Shared Resources | FEVS Tools | PSRW Campaign | Tools for Managers | Training & Webcast Calendar | NEEL Meeting Materials

Federal Employee Viewpoint Survey Tools

Helpful Links

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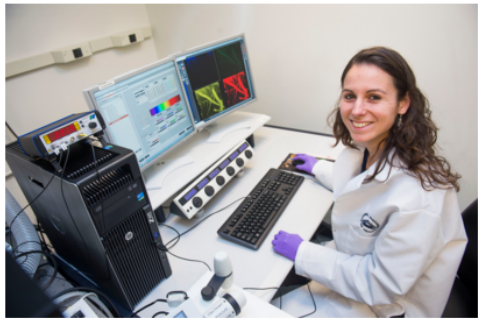
Add new link

Every year, OPM conducts a Federal Employee Viewpoint Survey (FEVS) of permanent federal employees that measures their engagement and satisfaction with their immediate work environment or office in various performance categories, including: work experience, work/life, leadership, diversity and inclusion. The tools below are meant to help your IC promote the survey and increase participation in order to gather feedback that will help ensure the NIH excels at providing a safe, effective, and engaging workplace for all employees.

FEVS Marketing Samples and Templates

- 2015 OPM FEVS Communication Toolkit
- 2015 OPM Fillable Poster 1
- 2015 OPM Fillable Poster 2
- 2015 OPM Web Banner
- 2015 NIH Signature Block
- 2015 Email from Dr. Collins
- 2015 Email from Dr. Tabak
- 2015 NIAID EVS Communication Plan and Sample Emails
- 2015 NIAAA Sample Email
- NEI Sample Email 1
- NEI Sample Email 2
- NEI Sample Email 3
- 2015 OHR FAQs
- 2015 Sample Talking Points for Managers



NIH FEVS Reports

- 2014 NIH Federal Employee Viewpoint Survey Report
- 2013 NIH Federal Employee Viewpoint Survey Report
- 2012 NIH Federal Employee Viewpoint Survey Report
- 2011 NIH Federal Employee Viewpoint Survey Report
- 2010 NIH Federal Employee Viewpoint Survey Report

FEVS Indexes

- Satisfaction Index
- Engagement Index
- The New Inclusion Quotient (The New IQ)

PSRW Campaign Section

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NIH Employee Engagement Liaisons Group ▸
Public Service Recognition Week Campaign

NIH Employee Engagement Liaisons Group | Employee Engagement Shared Resources | FEVS Tools | PSRW Campaign | Tools for Managers | Training & Webcast Calendar | NEEL Meeting Materials

Public Service Recognition Week Campaign

Helpful Links

- URL
  - Content Submission Form
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  - NIH Employee Intranet
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  - NIH Homepage
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  - OPM FEVS Page
  - IC Employee Engagement Liaisons

Add new link

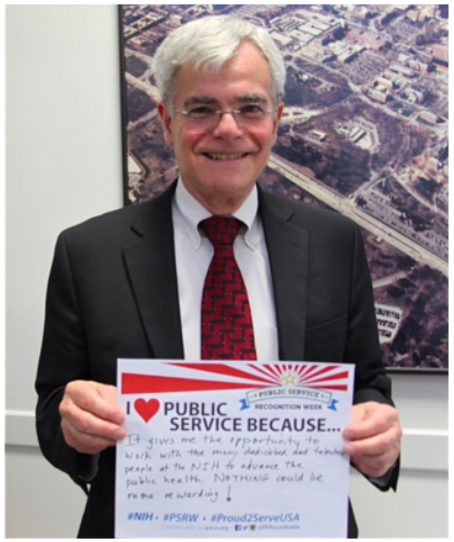
Public Service Recognition Week (PSRW) is organized annually by the Public Employees Roundtable and its member organizations, through the Partnership for Public Service. The annual campaign is conducted in May and is a time set aside to honor the men and women who serve our nation as federal, state, and local government employees. These tools below are meant to help your IC promote the PSRW campaign by building a positive image of government service and the work each NIH employee performs to advance NIH's mission.

PSRW Marketing Samples and Templates

- 2015 OHR PSRW Communications Plan
- 2015 OHR PSRW Campaign Handout
- 2015 OHR Director Email to Executive Officers and HR Liaisons
- 2015 OHR Director Email to OHR Leadership
- 2015 PSRW Email from Dr. Collins
- 2015 NIH Record Publication
- NIH Whiteboard Campaign Sign

PSRW POCs

- Anait Freeman, anait.freeman@nih.gov



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Shared Resources Section

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NIH Employee Engagement Liaisons Group ›
Shared Resources

NIH Employee Engagement Liaisons Group | Employee Engagement Shared Resources | FEVS Tools | PSRW Campaign | Tools for Managers | Training & Webcast Calendar | NEEL Meeting Materials

Employee Engagement Shared Resources

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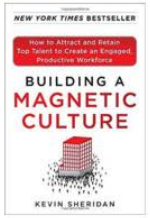
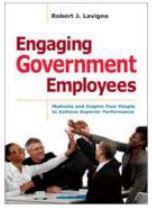
Articles

- Employee Engagement Is a Leadership Commitment
- Managers Are Vital to Employee Engagement
- Employee Engagement Define It, Measure It and Put It to Work in Your Organization
- 4 Reasons Why Investing in Employee Engagement Matters
- Data-Driven Employee Engagement
- The Key to Employee Engagement? These Managers Had It Wrong

Books



Building a Magnetic Culture: How to Attract and Retain Top Talent to Create an Engaged, Productive Workforce by Kevin Sheridan.
Available through the LMS in Books 24x7.



Engaging Goverment Employees: Motivate and Inspire Your People to Achieve Superior Performance by Bob Lavigna.
Available through the LMS in Books 24x7.

Help Them Grow or Watch Them Go by Beverly Kaye and Julie Winkle Giulioni.
Available through the LMS in Books 24x7.

Webcast and Training Calendar

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NIH Employee Engagement Liaisons Group ▸
Training and Webcast Calendar

I Like It | Tags & Notes

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Training and Webcast Calendar

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- IC Employee Engagement Liaisons

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This calendar will be updated regularly with training and development opportunities related to employee engagement.

December, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8 11:00 am Beyond Engaged: A New Approach t 12:00 pm DAY-TO-DAY D&I: NEW INCLUSION	9	10 11:00 am - 12:00 pm The Engine that Drives Engagement: Recruitir	11	12
13	14	15 1:00 pm The Future of Employee Engagement 3:00 pm Leverage the Building Blocks of Enga	16 2:00 pm How to Architect a New Vision for Str 4:00 pm We are the Champions! Understandin	17 3:00 pm - 4:00 pm The Science of Employee Engagement and Ho	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Add	1	2

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NEEL Group Section

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NIH Employee Engagement Liaisons Group ▸
Meeting Agendas and Presentations

NIH Employee Engagement Liaisons Group | Employee Engagement Shared Resources | FEVS Tools | PSRW Campaign | Tools for Managers | Training & Webcast Calendar | NEEL Meeting Materials

NEEL Meeting Materials

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- IC Employee Engagement Liaisons

Add new link

December 2015 Meeting

- Action Planning Workshop Presentation

October 2015 Meeting

- Meeting Agenda
- 2015 NIH FEVS Preliminary Summary
- FEVS Survey Questions
- NIH Exit Survey Presentation

August 2015 Meeting

- Meeting Agenda
- 2015 HCI Employee Engagement Conference Key Takeaways Summary
- GAO Report on 'Sharing of Promising Practices Could Improve Employee Engagement'
- Presentation 'Quick Guide to Action Planning Facilitation'
- Action Planning Resources
- Action Planning Workshop - Charter and Agenda
- Presentation 'Addressing 2015 PMAP FEVS Requirements - Executives/SES'

June 2015 Meeting

- Meeting Agenda
- 2015 FEVS Lessons Learned
- 2015 PSRW Social Media Campaign Metrics

April 2015 Meeting

- Meeting Agenda
- 2015 OPM FEVS Communication Toolkit
- 2015 OPM Fillable Poster 1
- 2015 OPM Fillable Poster 2
- 2015 OPM Web Banner
- 2015 NIAID EVS Communication Plan and Sample Emails
- 2015 PSRW NEEL Presentation
- 2015 PSRW Campaign Handout
- NIH Whiteboard Campaign Sign