Viva Glint Do-it-yourself Insights Review template

**What is this? Why did we create it? When should you use it?**

* This is a ‘Do It Yourself’ Insights Review template for Viva Glint customers.
* We encourage you to use the Viva Glint platform live with leaders whenever possible, but if you do need to create a presentation, this deck will guide you through the process and help you identify and summarize key insights.
* Read the guidance on slides 3 & 4 in order to think like a Viva Glint People Science Consultant and put together the best possible presentation for your organization.

**A few tactical notes…**

* Yellow boxes on each slide provide guidance as you put the deck together. Make sure you delete them prior to sharing the presentation.
* Use the desktop PowerPoint app vs. PowerPoint web browser when using this deck for a better editing and viewing experience.
* If you are manually entering data into this deck, ensure you double check all your numbers! Our sample slides include data so you know where to insert your results so we suggest double checking to confirm everything is accurate. It sometimes helps to have another set of eyes confirm the data.

A great executive presentation is short and tells a focused story. It leads to rich conversation and action taking rather than an exhaustive review of data and figures. We suggest reviewing 1-2 areas of focus, then moving swiftly to action taking with accountability, ownership, and next steps defined.

We suggest using the ACT framework to outline your presentation by Acknowledging the data, Collaborating on what the organization wants to do next, and Taking one step forward as a group. If your organization has a different action framework,  
you can swap that into this presentation

* We recommend presenting a high-level overview of your results and then going into key themes, which are usually a deep dive on opportunities to improve. We suggest showing no more than 1-2 opportunities from your survey.
* For each survey theme, we suggest 1-2 slides to help tell your story. Pairing quantitative data (e.g. item scores, heatmaps or alerts) with comment examples will bring your story to life.
  + It may be helpful to have external comparisons, so we suggest visiting [Viva Glint's blog](https://www.glintinc.com/glint-blog/) to incorporate aggregate our data into your presentation if needed. The recurring Viva Glint Employee Well-Being report is a great source of insightful and timely information.
* Rather than relying on this PowerPoint deck for your conversation, we suggest only having a few slides and then going live into the platform to uncover insights live with your group.
  + Hot tip: save reports for specific question items with filters applied in the platform so you are ready to go!

**Section II: Collaborate:**

* We suggest facilitating a conversation around selecting one area to focus on as a group.

**Section III: Take one step forward:**

* During this section, we encourage the facilitator to assign next steps, roles, and responsibilities.