

Staff Engagement Survey Ambassador Training



Training Dates:

Please register to attend one of the 90-minute sessions offered.

- Feb. 6, 9-10:30am, Parnassus
- Feb. 6, 11am-12:30pm, Parnassus
- Feb. 14, 1-2:30pm, Laurel Heights
- Feb. 14, 3-4:30pm, Laurel Heights

Who Should Attend?

- UCSF staff members who have been nominated by their unit manager to be a Survey Ambassador

How To Register

1. Go to [UC Learning Center](#)
2. Enter your 9-digit Employee ID and click on Login.
3. In the Catalog Search field at the upper left, type "Ambassador".

[Quick Reference Guide: Registering Yourself for Training](#)

Questions?

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The UCSF Staff Engagement Survey

provides an opportunity for staff members to share their opinions about the strengths and opportunities for improvement in their workplace.

Ambassadors

help make the Staff Engagement Survey a success before, during and after the survey implementation. For those who are new to being an ambassador, it is vital that you attend one of the Ambassador Orientation sessions. If you have served as a survey ambassador in the past, we still highly recommend that you attend one of the orientation sessions, as a refresher, or to discuss any questions you have regarding this role.

Your role as an ambassador

is critical to ensuring that your colleagues are aware that their opinions count, particularly when it comes to making UCSF the best place to work. The training will cover more about your role, including:

- Encouraging your colleagues to participate in the survey.
- Explaining to your colleagues how the survey works.
- Hanging the survey poster and the definitions of the survey questions in a visible location in your unit.
- Forwarding employees' questions or special needs for which you do not have the answer (answers to frequently asked questions (FAQs) will be provided to you).
- Keeping your team members up-to-date on their participation rates during the survey period.
- Enhancing engagement by facilitating peer efforts following the post-survey action planning with your manager