

iMatter Small Team Information

Small Team Key Facts

- I. A team of 4 individuals or less is a small team for iMatter.
- II. 100% response rate is needed for a team report to be produced in small teams, this is to protect confidentiality as far as possible.
- III. Responses are anonymous. The iMatter system and the reports produced do not name respondents against their responses. Response in the report are showing like this:



- IV. It is the teams decision, general consensus, with their manager to agree if they want to be a small team or take part as part of a larger team. It is not solely a management decision.
- V. Teams that do not get a report still discuss their experiences as a team and create their iMatter action plan to support improved staff experience.

Things for Small Teams to Think About

- I. If you do not wish to be a small team you will need to be brought together with another team in your direct line management structure for example:
 - a. Another team managed by the team's manager;
 - b. The team join the team that their manager is part of; or
 - c. The team manager joins the team and the team manager's manager takes the team the process.
- II. If you join with another team will you be able to create actions that are meaningful for everyone? Will the actions directly impact the small team
- III. If you stay as a small team with one or two individuals for example will those individuals feel too identifiable, and not feel comfortable sharing their ideas and thoughts.
- IV. The report is to help your team have a conversation about what they want to change that will impact on their day to day experiences. It is not all about the numbers.

**If you have any queries or need any help please contact
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