

THE LISTEN FRAMEWORK

TURNING TEACHER VOICE INTO ACTION



Spark → LISTEN: Turning Teacher Voice into Action

What is the LISTEN cycle?

The LISTEN cycle is Attuned's recommended process for helping school systems turn Spark survey results into meaningful improvement. It provides a clear sequence of steps leaders can follow to learn from staff feedback, prioritize focus areas, communicate next steps, implement changes, and monitor progress over time.

Why is it important?

- Spark generates valuable staff experience data – but **impact depends on follow-through**
- LISTEN helps leaders avoid initiative overload by **focusing on what matters most**
- LISTEN helps **close the loop with staff:**
 - *“We heard you – and here's what we're doing”*

Spark = staff voice

LISTEN = leadership follow-through

The LISTEN Cycle



The LISTEN Cycle

Learn: Explore results & surface what stands out



Recommended timing: Weeks 0-2 after survey close



What is the Learn phase?

The **Learn** phase is the first step after survey close. It helps leaders build shared understanding of the Spark results by exploring key patterns, subgroup differences, and initial strengths and opportunities – before jumping into priority-setting and action planning.



Recommended Best Practices

1) Start with Spark dashboard exploration

[Use the dashboard](#) to identify **3-5 trends** that stand out (strengths, gaps, shifts, subgroup differences).

2) Review data as a leadership team (30-60 min)

Align on what you're seeing and what you still need to learn to understand root cause.

3) Consider optional follow-up listening

[Focus groups](#) and [empathy interviews](#) can help **explore the “why”** behind the results, especially where trends are surprising or uneven across groups.

The LISTEN Cycle

Identify: Turn insights into clear priorities



Recommended timing: Weeks 2-3 after survey close



What is the Identify phase?

The **Identify** phase helps leadership teams move from data review to strategic focus. The goal is to translate Spark trends into a short list of **priority initiatives** that are meaningful, feasible, and aligned to staff experience.



Recommended Best Practices

1) Select 2-4 key trends from the data

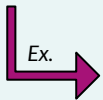
Focus on the patterns that feel most important to address (strengths to build on, gaps to close, or subgroup differences to understand).

2) Translate trends into “How might we...” questions

Turn each trend into an open-ended prompt that invites creative problem-solving and shared ownership.

3) Draft a short initiative shortlist (1-3)

Use your HMW prompts to generate and narrow to a small set of initiatives to focus on this cycle.



Trend: “Belonging scores are lower for operations staff.”
HMW: “How might we strengthen belonging and recognition for non-instructional roles?”
Initiative: “Launch staff advisory + recognition routines across teams.”

The LISTEN Cycle

Share: Communicate findings & next steps



Recommended timing: Weeks 3-4 after survey close



What is the Share phase?

The **Share** phase is where leaders close the loop with staff. The goal is to communicate high-level Spark takeaways and clearly share what the organization will focus on next – building trust, transparency, and momentum for follow-through.



Recommended Best Practices

1) Share organization-wide takeaways and next steps

[Thank staff](#) for their voice, highlight key strengths and growth areas, and name 1-3 priority focus areas moving forward.

2) Create consistent messaging across the organization

Align leadership communications so staff hear the same message across schools/teams.

3) Prepare principals and school leadership teams to cascade

Equip school leaders to review school-specific results and share them clearly with their staff.

The LISTEN Cycle

Take Action: Launch initiatives with owners & timelines



Recommended timing: Weeks 4–6 after survey close



What is the Take Action phase?

The **Take Action** phase is where Spark priorities become progress. The goal is to translate focus areas into a clear, realistic implementation plan — including initiatives, ownership, timelines, and how progress will be tracked over time.



Recommended Best Practices

1) Create a simple [action plan](#)

Break priorities into 1–3 initiatives or workstreams with clear next steps.

2) Assign ownership and timelines

Name owners, define milestones, and establish a realistic cadence for implementation.

3) Define early “signals of progress”

Identify what success should look like in the next 4–8 weeks to maintain momentum.

The LISTEN Cycle

Evaluate: Pulse-check and course-correct



Recommended timing: Weeks 6–10 after survey close



What is the Evaluate phase?

The **Evaluate** phase is a mid-cycle check-in that helps leaders pause, sense-make, and adjust. The goal is to gather light evidence of progress, identify what's working, and make small course corrections before the next Spark administration.



Recommended Best Practices

1) Consider a short pulse survey (2–5 questions)

Use a quick pulse to check whether staff are experiencing early impact in your focus areas.

2) Consider a targeted leadership 360 process

A light 360 can support leader development where leadership behaviors are a key driver of staff experience.

3) Use results to adjust implementation

Celebrate traction, remove barriers, and refine your approach based on evidence.

**Attuned can support in administering [pulse surveys](#) and/or [360 reviews](#)!*



The LISTEN Cycle

Next Cycle: Reflect & reset



Recommended timing: Weeks 10+ (end of cycle)



What is the Next Cycle phase?

The Next Cycle phase helps leadership teams wrap up the year with clarity, celebration, and forward momentum. This is an opportunity to ensure Spark doesn't feel like a one-time event – but instead becomes part of an ongoing cycle of listening, reflection, and improvement.



Recommended Best Practices

1) Celebrate and reflect

Take time to name progress, highlight bright spots, and close the loop with staff by sharing what was learned and what changed as a result of Spark.

2) Plan for next cycle

Use what you've learned through Spark (and your implementation efforts) to identify what should continue, evolve, or deepen next year – including priorities, leadership development needs, and how you want to engage staff voice in the next cycle.