



# 5-MINUTE EMPLOYEE ENGAGEMENT PLAN

Less than 33% of Americans are considered “engaged” in their jobs. Engaged employees are enthusiastic and excited about their work, and happy in their current environment. Disengaged employees are not concerned about organizational vision, goals, or their own performance. As a result, organizational growth and outcomes are delayed, there is less creativity, and morale decreases.

## What can leaders do to facilitate engagement at work?

Leaders can provide clear communication and honest feedback to make sure employees understand their roles in the organization.

**We help achieve our goals because we provide:**

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**We rely on our people for:**

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## Leaders also keep employees motivated and challenged at work.

Ask questions such as:

**What particular strengths do you want to utilize more?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Are there any specific projects we’re doing here that you would like to be involved in?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Do you want more responsibility? With what?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Do you want less responsibility? What would you prefer not doing?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Leaders make sure their employees have the training they need to do their jobs well.

Leaders find out what employees want to further their careers and job skills by asking:

1. **What would you like more training on?**
2. **What would you like to learn next?**
3. **Is there anyone here you’d like to learn from?**

## Leaders strive to improve the workplace for their people.

1. **What can we do to make the workplace more enjoyable for you?**
2. **If you were your own boss, what would you change?**
3. **Are we challenging you enough?**
4. **Are there any tools or technology that would help you do your job better?**

## Leaders provide positive feedback quickly. What gets rewarded gets repeated.

“I’ve noticed you’re great at \_\_\_\_\_.”

“You handled that difficult customer really well.”

“\_\_\_\_\_ is one of your strengths and I am impressed with how you \_\_\_\_\_.”