

# Engagement Action Planning Checklist

## 1 ANALYZE.

Carefully read your survey results. Your goal is to interpret the results and gain preliminary insight into your team's story.

- Review your survey results.
- Prepare your meeting agenda for the Engagement Talk.
- Select a date, time and location. About one hour for the first meeting.
- Prepare materials; including a copy of the Q12™ survey results for each team member.

## 2 SHARE AND LEARN.

Meet with your team for an Engagement Talk. Share survey results, discuss, and learn how your team views engagement.

- Explain “why” we conducted the survey.
- Review key concepts of employee engagement.
- Distribute and explain the Q12 survey results.
- Discuss the results: “What does each Q12 item mean to our team?”

## 3 COLLABORATE.

As a team, set goals and develop organizational and team action plans to improve engagement.

- Discuss which Q12 items the team should focus on.
- Identify team performance goals.
- Brainstorm action ideas to improve engagement.
- Complete Engagement Action Plans for the organization and team goals.
- Identify when you will review progress.

## 4 VISIBILITY AND FOCUS.

Make focusing on engagement part of the team's daily routine to foster a work environment that creates an engagement story in which everyone matters.

- Develop team guidelines to stay focused on engagement.
- Post the Action Plans and team goals in a spot visible to all team members.
- Make engagement a priority and constant focus.

## 5 SPOTLIGHT.

Regularly follow up on team goals and shine the spotlight on success.

- Establish a regular schedule for follow-up to the Action Plans.
- Evaluate progress on the team's goals.
- Recognize success — big and small.
- Review and recalibrate as needed.

**IMPROVING OUR  
ENGAGEMENT**

# ENGAGEMENT ACTION PLAN



**UNT SYSTEM™**  
Organizational Development  
& Engagement

Plan Name:

Which Q12 item are we focusing on:

Strength or  Opportunity

Team Performance Goal we hope to impact:

## OUR PLAN

## FOLLOW UP 1

## FOLLOW UP 2

This is what we will do:

Date:

Date:

This is the progress we have made:

This is the progress we have made:

This is what success will look like:

We have made this additional  
commitment:

We have made this additional  
commitment:

These people will be involved:

We should see clear progress  
by this date:

We will review progress again  
on this date:

We will review progress: