



12-Month Engagement Plan (Example)

<p>Current Month</p> <ul style="list-style-type: none"> Carefully read and analyze the Q¹² survey results. Schedule a meeting to discuss the Q¹² results with my employees. Prepare to lead my State of the Team (SOT) conversation. 	<p>Month 2</p> <ul style="list-style-type: none"> Facilitate my team's SOT conversation meeting. Capture my team's SOT engagement plan. Create visibility for my team's goals by distributing and posting the team's engagement plan. Share the team's SOT plan with my manager. 	<p>Month 3</p> <ul style="list-style-type: none"> Start to change conversations. Be deliberate about building a positive work environment. Incorporate the Engaging Manager Checklist into my interactions. Use the questions to gain insights into my employees' engagement. Engage the team in simple discussions about engagement. Start each team meeting with a short discussion about one of the questions from the Engaging Manager Checklist.
<p>Month 4</p> <ul style="list-style-type: none"> Conduct a quick SOT progress check at our regular team meetings. Integrate engagement conversations into my one-on-one meetings to discuss each employee's engagement needs. 	<p>Month 5</p> <ul style="list-style-type: none"> This month, celebrate individual and team accomplishments. Reflect each Friday on my employees' most successful moments. Write short notes describing their success and what they mean to me and the team. Place the notes at each of their work stations. 	<p>Month 6</p> <ul style="list-style-type: none"> Individualize. Try to learn one new thing about a team member. Use the information to enhance the employee's engagement. Watch for coachable moments. When can I encourage, support and provide informal feedback to support my team's efforts?
<p>Month 7</p> <p>Review and recalibrate the progress of my team's SOT plan by asking:</p> <ul style="list-style-type: none"> Did we complete the items we said we would? Did completing them make a difference? Do our action items still apply to achieving our goal? Are there new actions we should take? A new performance goal to implement? 	<p>Month 8</p> <ul style="list-style-type: none"> Focus on my personal engagement. Spend time this month assessing my own engagement. Ask myself, "What one engagement item is the most important to ME today?" Then, work on that item. 	<p>Month 9</p> <ul style="list-style-type: none"> Encourage employees to talk about how they can positively contribute to one another's successes. Spend one-on-one time with my employees focusing on their individual talents, strengths and value they bring to the team.
<p>Month 10</p> <ul style="list-style-type: none"> Hold a final progress check at my regular team meetings. Review and recalibrate actions to complete in the next two months. 	<p>Month 11</p> <ul style="list-style-type: none"> Start preparing for the next survey administration. Be aware of priorities, be intentional in my actions and continue to focus on influencing my team's engagement. 	<p>Month 12</p> <ul style="list-style-type: none"> Celebrate the team's progress on our SOT plan. Encourage team members to complete the Q¹² survey. Create next year's 12-Month Engagement Plan.