

Engagement Survey: Reflection & Planning Tool

REFLECT ON RESULTS:

My first reaction to my results were:

I was delightfully surprised by:

I was disappointed by:

What did I learn:

As I work through the survey results, I need guidance, support, sounding board on the topic(s) of:

PREPARE TO SHARE RESULTS:

My steps to ensure my entire team hears of our results and offers feedback on areas we should prioritize are:

My plan to remain open and non-defensive during the conversation(s) with my employees is:

SHARE RESULTS WITH OTHERS:

I will introduce this topic and make everyone comfortable by:

After I introduce the top and bottom 5, I will ask the following open-ended questions to get clarity and helpful input from my team:

NEXT STEPS:

The check-in cadence to keep my employees aware of the progress we are making is:

I plan to celebrate our successes and goal achievements by:

Engagement Survey Action Planning Tool

The top 1-3 items my team wants to work on are:

SMART GOAL #1:

Specific action to take:

Ways to *measure* results:

How is this an *achievable* and *realstic* goal (meaning, it will be accomplished in this lifetime)?

The *timeline* for completing this goal

Who owns this goal?

SMART GOAL #2:

Specific action to take:

Ways to *measure* results:

How is this an *achievable* and *realstic* goal (meaning, it will be accomplished in this lifetime)

The *timeline* for completing this goal

Who owns this goal?

SMART GOAL #3:

Specific action to take

Ways to *measure* results

How is this an *achievable* and *realstic* goal (meaning, it will be accomplished in this lifetime)

The *timeline* for completing this goal

Who owns this goal?