**Employee engagement planning**  Interactive template

Company name:

| **Employee engagement goals**What do you want to achieve?Find out what your company is missing and state what you would like to improve. What are your primary goals? | * Increase employee retention
* Increase productivity
* Boost connectivity
* Increase employee morale
* Increase employee happiness
* Decrease employee turnover
* Increase customer satisfaction
* Lower absentee rate
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| **Collect feedback**Get suggestions from your employees Write down some survey questions for your workforce to answer. Remember, they should all reflect on your workplace engagement. | **Notes:** |
| **Analyse feedback results**Get suggestions from your employeesNote down any feedback that you could start to make improvements on. | **1.****2.****3.****4.****5.** |
| **Brainstorm ideas**What will be your long-term wins?For each improvement, answer the following questions in detail to start outlining your plan. | **Improvement:****How do you struggle in this area?****What can you do to help this outcome?** |
| **Implement your action plan**Time to get designing! You’ve identified your areas of improvement. Now it’s time to define your employee engagement action plan. | **ACTION**What specific actions are you committing to in order to improve employee engagement?**OWNER**Name or position of the person responsible for this action.**TIMELINE**Set a deadline to stay on track of your plan, include details of progress reports and how success will be measured. |

**See how Oak Engage can transform your engagement strategy:** [**Book a demo**](https://www.oak.com/oak-engage-intranet-demo/?utm_source=employee_engagement_plan_template&utm_medium=pdf)