**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 |
| --- | --- |
| **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 employees  Note 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)