SMART Goals Engagement Plan Template

This template focuses on setting Specific, Measurable, Achievable, Relevant, and Time-bound goals to drive employee engagement initiatives. By leveraging the SMART framework, organizations can effectively define and execute actionable plans to enhance employee engagement.

Template Structure

- 1. Objective: Identify and prioritize specific engagement goals based on employee feedback.
- 2. Structure: Includes sections for goals, KPIs, timelines, and responsible parties.

Example

Goal: Increase engagement survey participation from 60% to 80% within three months.

Steps:

- 1. 1. Analyze previous survey feedback to identify participation barriers.
- 2. 2. Communicate the importance of the survey through email, meetings, and team discussions.
- 3. 3. Provide incentives for completing the survey, such as small rewards or recognition.
- 4. Set a timeline with milestones at the one-month and two-month marks to track progress.
- 5. Assign responsibility to the HR team and department managers to promote the initiative.

Blank SMART Goals Engagement Plan Template

| Objective: |
|----------------------|
| Goals: |
| KPIs: |
| Γimelines: |
| Responsible Parties: |