

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. 4. Set a timeline with milestones at the one-month and two-month marks to track progress.
5. 5. Assign responsibility to the HR team and department managers to promote the initiative.

Blank SMART Goals Engagement Plan Template

Objective: _____

Goals: _____

KPIs: _____

Timelines: _____

Responsible Parties: _____