

Engagement Check-in

For people leaders and informal team leads | 20-30 minutes

Show your team members you care by holding an engagement check-in. This quick meeting will allow you to build trust, gain insight into engagement levels, and provide actionable insights in order to make positive changes in the workplace.

How to start the check-in

“We really appreciate all your hard work and want you to know you’re a truly valued part of our organization. And thank you for taking the time to speak with me, and I’d like to invite you to be candid and share openly.”

Then ask the following three questions.

How you show up matters

- > Focus on the team member and what motivates them
- > Be curious and engaged
- > Ask questions to understand what your team member shares.

1. What do you most look forward to when you come to work?

Follow up questions: What keeps you here? What don’t you look forward to?

2. What changes in your role, or our department/function would you like to see?

Follow up questions: What aspects of the job would make you leave for another company?

3. What’s the most impactful thing I can do, or we can do as an organization, to keep you engaged?

How to end the check-in

Thank them for sharing > Follow-up on any commitments