Get Ready

<table>
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<th>Stage</th>
<th>Reflection or Activity</th>
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| Reflect | Think back on your workgroup and the activities that support engagement.  
  - What’s happened since the 2015 survey? Did your group receive survey results? Did you participate in action planning? How has your unit and workgroup changed since the last survey?  
  - What does employee engagement looks like every day based on your activities as a leader?  
  - What does your workgroup do to create individual commitment and dedication and an effective environment? |
| Synthesize | Take some time to think about how to share your workgroup’s engagement story. You can talk about ways that you all support engagement every day or, if you took action based on 2015 survey data, share what actions were based on survey feedback so people can see that their responses led to action.  
  - Where does your story start?  
  - What are you and your workgroup doing now?  
  - Are there positive outcomes that you think are a result of employee engagement efforts?  
  - Where might you see a need for greater focus or effort in the future? |
| Share | Talk with your workgroup about employee engagement by sharing where your group was and where you are today. Team meetings allow you to gain input from the workgroup while one-on-one meetings provide an opportunity to talk about individual professional development and align individual and unit goals. |

Sample Communication

“The 2017 E² Employee Engagement Survey is coming up in October. Fostering engagement in our [WORKGROUP, TEAM, LAB, CENTER, ETC.] is something that I’m personally committed to doing every day and I want to create an environment where you [FEEL CONNECTED TO OUR MISSION AND GOALS/FEEL EMPOWERED/CONNECT AND THRIVE, ETC.].

As a [WORKGROUP, TEAM, LAB, CENTER, ETC.], we have done several things since the last survey that foster employee engagement, including [INSERT ONE TO THREE ACTIVITIES HERE]. As a leader, it is important to me to [TAKE TIME TO TALK TO YOU ABOUT YOUR PROFESSIONAL DEVELOPMENT, DISCUSS HOW YOUR GOALS SUPPORT OUR MISSION AND...]

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ANNUAL GOALS, BUILD RELATIONSHIPS ACROSS OUR ORGANIZATION] which helps to support engagement here at [NAME OF WORKGROUP, TEAM, LAB, CENTER, ETC.].

Mark your calendar for October 9 when you will get an invitation to take the survey. Please take time during your work day to take the survey and let your voice be heard. The survey takes less than 10 minutes and your results are confidential. If our [WORKGROUP, TEAM, LAB, CENTER, ETC.] receives responses from five or more people, then we will receive a report early next year.”