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| **Employee Engagement Action Plan** | | |
| **Adele Vance:**  Project Lead |  | **Project Owners:** |
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| This template focuses on all the key points that need to be covered when building an employee engagement action plan. | | |
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| **Key Engagement Metrics** | | |
| **What are the key engagement metrics you will be tracking to determine the success of your engagement initiatives?** | | |
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| * Employee Net Promoter Score Survey Results * Absenteeism Rates * Engagement Survey Scores | | |
| **Areas of Improvement** | | |
| **What are some areas of improvement for your organization when it comes to employee engagement?** | | |
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| * Lack of Work-Life Balance * Insufficient Development Opportunities * High Employee Turnover Rate | | |

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| **Engagement Initiatives** |
| **What are the engagement initiatives you’ve decided to implement as a result of this action plan?** |
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| **Project Timeline** |
| **What is the timeline for your engagement initiatives?** |
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| **Desired Outcomes** |
| **What are the desired outcomes from your engagement initiatives? Where do you hope to be once this action plan is completed.** |
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| **Signature:** | **Date:** |