EMPLOYEE ENGAGEMENT PLANNING SHEET

12 employee engagement initiatives that work

culturemonkey

The 3-1-1 rule: 3 initiatives at most at one time, 1 owner for each, and 1 KPI for each, reviewed every quarter. Retire any initiative that has not moved its KPI after two reviews.

STEP 1
Run a baseline survey and find your weakest drivers.

STEP 2
Tick the three initiatives that fix them.

STEP 3
Name an owner and a KPI for each, then review quarterly.

01 RECOMMENDATION

Structured recognition program

Peer, manager and milestone recognition on a rhythm.

OWNER	HR with managers
CADENCE	Weekly peer, quarterly awards
KPI	Recognition participation rate

STEPS

1. Open a peer recognition channel; managers post first.
2. Tie awards to values or outcomes, not tenure.
3. Check which teams get no recognition.

Measure: Share of employees recognized each quarter.

☐ Pick this one

02 COMMUNICATION

Continuous listening with pulse surveys

Short pulses with visible follow-up.

OWNER	People Ops
CADENCE	Monthly or quarterly
KPI	Engagement score movement

STEPS

1. Pulse 5 to 10 fixed items monthly or quarterly.
2. Share team results within two weeks.
3. Have each manager act on one result.

Measure: Response rate and communication driver movement.

☐ Pick this one

03 ONBOARDING

Onboarding engagement in the first 90 days

A buddy, a plan and early check-ins.

OWNER	HR with hiring managers
CADENCE	Per new hire
KPI	90-day retention

STEPS

1. Assign a buddy and a 30-60-90 plan.
2. Check in and survey at day 30 and 90.
3. Fix the top issue each quarter.

Measure: 90-day retention.

☐ Pick this one

04 GROWTH & DEVELOPMENT

Career development and internal mobility paths

Written paths and internal moves.

OWNER	HR with managers
CADENCE	Twice a year
KPI	Retention by team

STEPS

1. Publish level descriptions per job family.
2. Post roles internally first.
3. Hold twice-yearly career conversations.

Measure: Internal mobility rate and growth driver score.

☐ Pick this one

05 GROWTH & DEVELOPMENT

Mentorship and buddy programs

Six to twelve month pairings.

OWNER	HR, run by mentors
CADENCE	Monthly meetings
KPI	Mentee retention

STEPS

1. Match volunteer mentors on goals.
2. Give pairs a one-page monthly guide.
3. Survey pairs at midpoint and end.

Measure: Mentee retention against peers.

☐ Pick this one

06 WORK-LIFE BALANCE

Flexible work policies

Remote-first defaults, core hours and async norms.

OWNER	HR with leadership
CADENCE	Policy review yearly
KPI	Work-life balance score

STEPS

1. Decide which roles can flex.
2. Set core hours and async norms.
3. Support hybrid commuting.

Measure: Work-life balance score and turnover in eligible roles.

☐ Pick this one

07 WELLNESS

Wellbeing and mental health support

Mental health resources and workload checks.

OWNER	HR or benefits team
CADENCE	Quarterly
KPI	Absence rate

STEPS

1. Promote the Employee Assistance Program.
2. Train managers to spot distress.
3. Fix workload before adding activities.

Measure: Wellness score and absence rate.

☐ Pick this one

08 PURPOSE ALIGNMENT

Purpose, volunteering and CSR initiatives

Paid time for causes employees choose.

OWNER	HR or CSR lead
CADENCE	Yearly
KPI	Volunteer participation

STEPS

1. Offer paid volunteer days.
2. Let employees nominate causes.
3. Share each team's impact.

Measure: Purpose score and volunteer participation.

☐ Pick this one

09 INCLUSIVITY

Employee resource groups and belonging

Employee-led groups with a sponsor.

OWNER	ERG leads with an HR sponsor
CADENCE	Monthly
KPI	Inclusivity score

STEPS

1. Let employees propose and lead groups.
2. Give each a sponsor, budget and time.
3. Invite groups to review policies.

Measure: Inclusivity score by group.

☐ Pick this one

10 LEADERSHIP

Leadership visibility initiatives

Open forums and shadowing with leaders.

OWNER	Senior leaders, scheduled by HR
CADENCE	Monthly
KPI	Leadership score

STEPS

1. Hold a monthly open Q&A.
2. Have leaders shadow a frontline shift.
3. Publish answers to open questions.

Measure: Leadership score and attendance.

☐ Pick this one

11 INVOLVEMENT

Co-created initiatives and culture committees

Employees co-design what runs next.

OWNER	Culture committee with HR
CADENCE	Quarterly
KPI	Idea participation

STEPS

1. Form a committee of six to ten people.
2. Run an idea round and pilot the top idea.
3. Explain which ideas went ahead.

Measure: Involvement score and idea participation.

☐ Pick this one

12 AUTONOMY

Autonomy and ownership initiatives

Clear decision rights for teams.

OWNER	Managers and leaders
CADENCE	Quarterly
KPI	Autonomy score

STEPS

1. Write down each role's decision rights.
2. Let teams choose how to hit goals.
3. Hand over one decision a quarter.

Measure: Autonomy score by team.

☐ Pick this one