

Content

- At every Employee Engagement Discussion, a few questions will be asked regarding employee engagement.
 - *The questions are arranged in trios (colour-coded here to show the structure of each meeting), with each trio asking a question about:*
 - *Themselves*
 - *The leader*
 - *The organization*
 - *Shortly before the discussion, the leadership team will discuss if there is an additional question that would be helpful regarding current situations and circumstances.*
- The employee's development plan will be reviewed at each meeting for progress, support and encouragement.
 - *This will originate from the yearly performance review in April each year.*
- Action items documented from the outcome of the discussion
 - *Clear documentation of action items assigned to both manager and direct reports.*
 - *Action items set with a definite due date. If more time is needed an agreed upon new date will be set.*
- Previous action items will be reviewed at each meeting
 - *This is to ensure the commitments made to the employees are delivered.*
- Other items
 - *This is to capture any other items the employee may want to discuss*

Process

- The Employee Engagement Discussion template is meant to capture action items only, not points that were discussed.
- After each round of Employee Engagement Discussions are held, each manager will report to their manager anything of significance for the organization that came out of their one-on-ones.
- Follow-up: Should an employee not see agreed-upon action take place over time, that person can raise the issue with the Manager, Human Resources.

Employee Engagement Discussion Questions

Meeting #1 (APRIL)

1. Do you feel well enough informed to do your job well?
2. Am I, in any way, a bottleneck to you?
3. Are you confident that CCCC has a winning strategy for meeting the needs of our members?

Meeting #2 (JUNE)

1. Would you say you mostly have good days at work? What makes it a good day?
2. Is there anything you think leadership at CCCC should be thinking about or doing that it appears it isn't?
3. Is there effective teamwork at CCCC?

Meeting #3 (AUGUST)

1. Do you have clarity over our expectations of you for the next twelve months?
2. Is there anything I could do differently to make your job easier or for you to be more effective?
3. Do you have any questions you would like to ask about anything related to CCCC?

Meeting #4 (OCTOBER)

1. Do you have everything you need to fulfill your responsibilities?
2. Is there anything that I should start/stop/do more or less of that would be helpful to you?
3. How do you feel about the quality of our programs and services?

Meeting #5 (DECEMBER)

1. Knowing yourself and your capabilities, is there anything you would like to suggest about how you could make an even greater contribution to CCCC than you already are?
2. Do I give you as much work-related information as you think you should have?

3. Is there anything in the workplace that needs attention to make it a better experience for you?

Meeting #6 (FEBRUARY)

1. Could you explain to a friend how your job contributes to CCCC's mission success? What would you say?
2. Are we giving you the opportunity to learn, grow, and find career fulfillment here?
3. Is there anything about CCCC you want to especially affirm?

Question to be asked of managers as they are in turn meeting with their managers:

- Is there anything that came up in your meetings that the organization should know about?

Questions to be asked in the Best Christian Workplace Institute (BCWI) Survey will include:

- Is your relationship with your manager as good as you'd like it to be?
- Have all of the agreed-upon action items from the Employee Engagement Discussions been completed?



ONE on ONE
Employee Engagement Discussion

EMPLOYEE: _____ DATE: _____ MANAGER: _____

Action from previous meeting

Development Plan

Action Items

Other
