



# Collaborate

Now it's time to transition the conversation to focus on creating engagement. This will include working together to prioritize and develop action plans to improve engagement.

Use your prior discussion points from the Share & Learn step to continue talking about areas of opportunity and strengths for your team. This phase can be combined in the same meeting as the Share and Learn or you may decide to schedule a second meeting to develop action plans.

- Discuss which Q12 items the team should focus on.
- Identify team performance goals.
- Brainstorm action ideas to improve engagement.
- Complete Engagement Action Plans for the organization and team goals.
- Identify when you will review progress.

## Focus

The objective of this step is to develop action plans to improve results. You can use the Engagement Action Plan Form to help you in creating this plan with your team.

You will be working as a team to prioritize and focus on the identified engagement priority areas and may need to meet several times to finalize your action plan details.

### 1 Engagement Opportunities

Collaborate to identify which Q12 items are a priority for the team.

Ask the team to prioritize the items and select the top item(s) they feel can act on and improve.

Consider a focus on one strength and one opportunity, as well as a selected organization engagement goal, if applicable.

### 2 Team Performance Goals

Collaborate to identify the team's most important performance goals.

Link engagement opportunities to team performance goals to help your team see the impact of engagement on performance.

### 3 Action Items

Collaborate to identify actions the team can take to improve engagement and impact performance.

Determine ownership for each action and establish a way to measure success, including a timeframe for achievement.



In this section, we suggest you focus on both your team's performance goals and engagement. To learn more about why Gallup says you don't have to choose between these two, explore the online article in [Gallup's Business Journal: Should Managers Focus on Performance or Engagement?](http://www.gallup.com/businessjournal/174197/managers-focus-performance-engagement.aspx) (<http://www.gallup.com/businessjournal/174197/managers-focus-performance-engagement.aspx>)