

One of The Institute's **worksheets** series, to help you improve your leadership skills and capability, making you a better leader

This worksheet, based on the Spotlight 'Engagement', will help you focus on building engagement and the benefits and barriers of engaged teams.

You should take approximately two hours to complete this worksheet and read the accompanying Spotlight

Use the graphic below to explain what you understand by the terms 'motivation' and 'engagement':

Motivation	
Engagement	

**What do you see as the main difference between employee motivation and employee engagement?
Why does this matter?**

Use the space below to explain, with an appropriate example, your answer:

Employee Engagement Surveys are used by many organisations to assess how engaged their employees are by gaining an insight into their attitudes towards their work and their working environment.

Complete the survey below, being sure to include appropriate comments to justify your response to each question:

	Y/N	Why?
Do you know what is expected of you at work?		
Do you have the materials and equipment to do your work right?		
At work, do you have the opportunity to do what you do best every day?		
In the last seven days, have you received recognition or praise for doing good work?		
Does your supervisor, or someone at work, seem to care about you as a person?		



Is there someone at work who encourages your development?		
At work, do your opinions seem to count?		
Does the mission/purpose of your company make you feel your job is important?		
Are your associates (fellow employees) committed to doing quality work?		
Do you have a best friend at work?		
In the last six months, has someone at work talked to you about your progress?		
In the last year, have you had opportunities to learn and grow?		
SHRM (2010). The Gallup Q12 Employee Engagement Questionnaire https://www.shrm.org/hr-today/news/hr-magazine/pages/0510fox3.aspx		

Looking at your survey responses, are you most engaged with your organisation, your job, or a specific task?

Write which of these it is in the space below, giving reasons for your answer:

Do your survey responses have any implications for the way you engage with your team?

If 'Yes', explain how, if 'No', explain why not:

How would you start a conversation with a team member who you did not feel was sufficiently engaged with the organisation?

All references are cited in The Institute of Leadership (2020) 'Spotlight on Engagement'

Ownership – Empowering – Participative Leadership

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