### Topic: Reflect and Share How You’ve Supported Employee Engagement

Communicator:Supervisor

Format:Email and/or in-person meeting

Date:Before October 16

You’ve likely done many things to support employee engagement since the last survey. Take some time to consider the self-reflection [questions](https://docs.google.com/document/d/1d-tYb3IBFzvaPESTvuoFEIQ8ikh7dq4I/edit#bookmark=kix.vd2vvyuo503s), then share how you worked to support employee engagement.

You can use the email template to summarize the way in which you supported engagement and the talking points to share more during a team or workgroup meeting. Replace the highlighted text with information specific to your workgroup.

**Self-Reflection Questions for Supervisors**

Take a few moments to reflect on these questions and share them with your team.

* What were your successes as a leader since the last survey?
* What were your own challenges in the past year or so and how did you manage them, get support and/or maintain your resilience as a leader?
* How are you balancing leading while creating and navigating the ever-evolving realities of the current world?
* How have you supported equity and diversity in your leadership role? How have you shared your commitment with your team?
* Since the last survey, have there been pressing challenges or significant changes that shaped your team's goals or how your team operates - like when, where, or how your work gets done? How are these informing your leadership approach today?
* How have you collaborated with your team to move these goals and priorities forward?

# 

Dear Team,

Fostering engagement in our [WORKGROUP, TEAM, LAB, CENTER, ETC.] continues to be critical to our success in fulfilling our mission and creating an equitable and inclusive work environment.

In the past year, we worked together to [OVERCOME XX, BY XX]

I want to create a place where you [ARE CONNECTED TO OUR MISSION AND GOALS or ARE EMPOWERED TO DO GOOD WORK or CAN COLLABORATE EFFECTIVELY].

I would like to take some time to talk more about your experience since the last Employee Engagement Survey in 2021 [DURING OUR STAFF MEETING/ONE-ON-ONE MEETING, SMALL GROUP MEETING]

* What were your biggest challenges during the past two years?
* What were your biggest points of pride during the past two years?
* If you had to do it all over again what would you do differently?
* How are you balancing work?
* What goals or priorities do you have in the next two years?
* How have you collaborated with others to move these goals and priorities forward?
* What would be most helpful to you as you collaborate with one another to move these goals and priorities forward?

My goal is to continue to find ways to support one another as we work through the year ahead.

The Employee Engagement Survey will take place starting Monday, October 16 and is another opportunity to share your feedback so that we can continue to support engagement in our [WORKGROUP, TEAM, LAB, CENTER, ETC.].