

# Employee Engagement Workshop

## Outline & Facilitator Agenda

### Building the Leaders Who Build the Culture

## Workshop Overview

This interactive workshop is designed for front-line supervisors and addresses the critical role that direct leadership plays in driving employee engagement. Participants leave with a clear understanding of what engagement looks and feels like in their teams, the behaviors and practices that build it, and a concrete action plan to sustain it.

<b>Target Audience</b>	Front-line supervisors and team leads
<b>Duration</b>	1 Day (6–8 hours) or 2 Days (12–16 hours) — client's choice
<b>Delivery</b>	In-person or virtual
<b>Class Size</b>	Up to 25 participants per session

## DAY 1 — FOUNDATIONS OF ENGAGEMENT

*Standalone for single-day clients | Day 1 of 2 for extended format*

Module	Duration
<b>Module 1: What Is Employee Engagement?</b>	60 min
<b>Module 2: The Trust Foundation</b>	60 min
<b>Module 3: Communication That Connects</b>	75 min
<i>Lunch Break</i>	45–60 min
<b>Module 4: Recognition and Appreciation</b>	60 min
<b>Module 5: Accountability and Engagement</b>	60 min
<b>Module 6: Day 1 Action Planning and Close</b>	30 min

### Module 1: What Is Employee Engagement?

- Defining engagement — beyond satisfaction and happiness
- The business case: what the data says about engaged vs. disengaged teams
- The three levels: engaged, not engaged, and actively disengaged
- The supervisor's direct and disproportionate impact on engagement
- Opening reflection: where does your team stand today?

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## Module 2: The Trust Foundation

- Why trust is the bedrock of all engagement
- Leadership behaviors that build trust over time
- Common trust-breakers supervisors don't realize they're making
- Small group discussion: trust in practice

## Module 3: Communication That Connects

- The difference between talking and genuinely communicating
- Active listening as a daily engagement tool
- The 1-on-1: structure, frequency, and purpose
- Feedback that develops rather than discourages
- Skill practice: structured 1-on-1 conversation

## Module 4: Recognition and Appreciation

- Why recognition matters more than most supervisors realize
- The recognition gap: what employees experience vs. what supervisors think they deliver
- Formal vs. informal recognition — knowing when to use each
- Making recognition meaningful, specific, and timely
- Workshop activity: crafting recognition that actually lands

## Module 5: Accountability and Engagement

- The paradox: accountability done right enhances engagement
- Setting clear, mutually understood expectations
- Maintaining credibility through consistent follow-through
- Having difficult conversations without damaging the relationship
- Case study discussion

## Module 6: Day 1 Action Planning and Close

- Individual reflection: 3 things I will do differently starting tomorrow
- Commitment cards
- Preview of Day 2 (if applicable) / Certificate presentation and close (if single-day)

## DAY 2 — BUILDING A CULTURE OF ENGAGEMENT

2-Day format only

Module	Duration
<b>Module 7: Recognizing Disengagement Before It Costs You</b>	60 min
<b>Module 8: Growth, Development, and the Stay Conversation</b>	75 min
<i>Break</i>	15 min
<b>Module 9: Psychological Safety and the Speak-Up Culture</b>	75 min
<i>Lunch Break</i>	45–60 min
<b>Module 10: Building Your Engagement Action Plan</b>	90 min
<b>Module 11: Workshop Close</b>	45 min

### Module 7: Recognizing Disengagement Before It Costs You

- Early warning signs supervisors consistently miss
- The disengagement timeline: from seeds to resignation
- Proactive vs. reactive engagement strategies
- Individual team assessment exercise

### Module 8: Growth, Development, and the Stay Conversation

- Employees stay where they grow — and leave where they stagnate
- Identifying individual strengths, goals, and motivators
- Creating development opportunities within real-world constraints
- The stay interview: what it is, why it works, how to conduct one
- Role play: conducting a stay interview

### Module 9: Psychological Safety and the Speak-Up Culture

- What psychological safety is — and what it isn't
- How supervisors create or destroy it, often without knowing
- Handling mistakes and failure in a way that builds rather than breaks
- Building an environment where ideas and concerns surface early
- Group discussion: real-world scenarios

### Module 10: Building Your Engagement Action Plan

- The RTS Engagement Action Planning framework
- Team-level gap assessment
- 30/60/90 day planning: specific, measurable, owned actions
- Peer accountability pairs: share, commit, follow through
- Group debrief

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## Module 11: Workshop Close

- Key takeaways and synthesis
- Certificate of Completion presentation
- Coaching call scheduling (4 per attendee, redeemable within 6 months)
- 25% discount information for additional RTS products
- Q&A and final reflections

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## Important Notes

This outline serves as a baseline and is designed to be adapted. Clients are encouraged to work with their RTS facilitator prior to delivery to identify which modules are highest priority for their organization, adjust timing based on group size and interaction levels, and incorporate organization-specific examples, scenarios, or data where applicable.

- Day 1 is designed as a complete, standalone experience and should feel finished — not like a preview.
- Day 2 builds on Day 1's foundation and should not be delivered without it.
- All modules include interactive elements. Facilitator discretion should be used to expand or compress discussion time based on participant engagement and available time.
- For virtual delivery, all exercises and discussions are adapted for breakout room format.

***“A Rising Tide lifts all boats.”***