

## Employee Engagement Worksheet

Sample strategic energy management program participant worksheet designed to set goals promoting employee engagement in energy efficiency.

This resource downloaded from [www.cascadeenergy.com](http://www.cascadeenergy.com)

# Employee Engagement Worksheet

## 1. OBJECTIVES

Write bullet points of what you would like to accomplish with employee engagement.

Think SMART (Specific, Measurable, Attainable, Realistic, Timely)

Examples:

- Get furnace operators to drop set point by 20 degrees during shift changes
- Make every operator aware of their machine center's monthly energy costs

## 2. STRENGTHS

Write bullet points of practices that are good at involving employees.

Write specific qualities that beneficial.

Example:

Safety program

- Days since last incident known by all
- Strong commitment at all levels
- Tips and near misses are discussed during shift meetings

## 3. CHALLENGES

Write bullet points of the challenges you will have to overcome to achieve your objectives

Examples:

- Employees are skeptical since troubled 5S rollout
- Operators are reluctant to change set points because they feel they will be held responsible for poor product quality
- Machine center energy costs are not known

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## 4. STRATEGIES

Write bullet points of strategies to achieve objectives with respect to organizational strengths and challenges

Examples:

- Hold energy scan with furnace operators, Quality Control, and production manager. Have them complete the Incremental Optimization Worksheet to reduce set points
- Borrow temporary data logging equipment from the Core SEM program. Record energy consumption at year machine center. Discuss energy use during shift meetings. Post energy use on the Big Board.

## Materials Available

1. Toolbox Talk Cards
2. Nine Energy Wastes Guide
3. Big Board
4. Opportunity Tags
5. Incremental Optimization Worksheet
6. .
7. .

## 5. ACTION ITEMS

Fill in the table below with the action items required to execute the strategies outlined above

No	Description	Owner	Due Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			