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

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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			