

21 FREE AND EASY EMPLOYEE ENGAGEMENT IDEAS

TO IMPLEMENT STRAIGHT AWAY!!

- 1) Throw out the traditional performance management programme. This is why:

<http://www.personneltoday.com/hr/performance-management-six-conditions-high-performance/>

- 2) Kill your traditional suggestion box, here's a new way:

<http://positivesharing.com/2014/02/kill-suggestion-box-heres-much-better-way/>

- 3) Create an online forum or instance access / communication channel between employees and senior management team. If time allows, why not an open surgery time each week?
- 4) Have each line manager create a weekly 5-minute feedback session for each team member – just 5 mins, 2.5 mins of feedback from manager to team member and 2.5 mins of feedback from team member to line manager. This works wonders for development and creates an open and honest feedback environment. No one wants to sit down and prepare for an hour's long one to one session for each team member when they have teams of 15, 20, 30 etc.
- 5) See if you can bring your Christmas pay date forward to around 17th of December instead of 31st December, allowing employees to do some early Christmas shopping, whilst you're at it, why not set the pay date in December as a paid company holiday so they can get out and do their Christmas shopping?
- 6) Do you have a small room / space that you can create a peaceful room for quiet breaks? Create a quiet room with bean bags, black out blinds, relaxation music, places to take a snooze. A 20-minute power nap does wonders for productivity in the afternoons

- 7) Get in touch with a local massage therapist. Ask them if they would come to your offices 1 day a week and take bookings. Allocate a quiet room if you can, if not offer head/shoulder massages at the employees' desks. You don't necessarily have to pay for all the massages, but if you have a budget you could do a deal with the therapist to pay 50% for your team.
- 8) As with (7), do the same with a beauty therapist, offer manicures/pedicures etc.
- 9) Remote working can increase productivity. If your employees are computer based, do they really need to be in the office every day? Why not explore working from home as an option, once a month/once a week, or more regularly? Trust your team members to manage their own time. Just make sure you check connectivity, PC and H & S arrangements.
- 10) Flexible office hours. Do you work in a serviced office with extended opening hours? Do all your team members really have to work 9am to 5.30pm? Why not set some core hours such as 10am to 4pm but allow team members to make up the rest of their working day around this?
- 11) Dress down days. Do you work in a particularly formal work environment? Why not introduce a dress down day? Take it one step further, can you relax the dress code more permanently and let team members take their own decision as to when they need to dress smartly for client meetings etc.?
- 12) Do meetings always need to happen in the office meeting room? Do you have a convenient coffee shop where meetings can take place? Allowing team members to choose other locations for their meetings can also free up precious meeting room time if you're pushed for space.
- 13) Traditional office working of Mon to Fri might not suit everyone. See if you can offer people a day off in the week for working Saturdays. This can often suit those without children.
- 14) Introduce the 'Act of Kindness Award', print out a rosette on coloured paper with 'Act of Kindness', then have employees nominate each of for the act of kindness of the day. Hopefully the award moves around the office and doesn't stay on the same few desks!

- 15) Sign your employee's email system up to motivational quotes direct to their inbox. There are plenty of website with free daily / weekly email quotes that can be set up to be delivered at a particular time of the day. Pick a time that you know people could do with a little 'lift'
- 16) Show your appreciation of a thoughtful or unexpected act by writing a thank you card/post it note and leaving it on the person's desk. This is especially effective if the 'Thank you' comes from a senior manager
- 17) If someone has gone above and beyond their role, recognise this great behaviour with an impromptu standing ovation by the rest of the team, say a few words about what they did and what it meant to you
- 18) If a group of people have gone out of their way to do something then send a companywide email recognising them, thank them all for their effort, maybe let them have an extra half hour lunch
- 19) Start your day with a quick (10 mins max) stand up meeting. The emphasis is on stand up, so you don't take very long. Limit the meeting to 1) What was achieved the day before, 2) What wasn't achieved the day before 3) Why it wasn't achieved 4) What everyone is going to commit to achieving today 5) Any bottlenecks envisaged by your team today that will stop them achieving and need your assistance
- 20) Job Shadowing days. Allowing team members to spend a day shadowing someone else in their role and understanding how other parts of the business work can help to create a feeling of inclusion. It can also show employees what other opportunities in the business may be open to them in the future
- 21) A day with the CEO (or other senior manager). Just being able to observe and shadow the CEO or other significant senior manager for the day can be a really special experience for team members