

Example of Engagement Plan



Company/Contract Team Commitments	Village Townhalls	Management Team Offshore Visits	Recognition	Career Development	Employee Feedback	Company/ Contract Team
Frequency	Quarterly	XX per year	Anytime	As appropriate	Anytime	Anytime
Responsible Party	Management Team	Management Team & others where appropriate	Managers/Team Leaders	Everyone	Management Team, Managers/ Team Leaders & HR Business Partner	Everyone
Where and why	All Company/ Contract team virtual meeting on Teams. Purpose of session is to share key business updates as well as Company/ Contract performance against strategy and milestones. Share good news stories as well as difficult messages. Assign time for Q&As to open up for two-way communication. Sessions recorded for those unable to attend. Share slidedecks in Teams Channel	Asset visits where practical, increase management team visibility. Hold engagement sessions via location specific village halls, small group & 1:1 sessions. Encourages engagement and feedback from team to build Company/ Contract team inclusion and cohesion	Drive a culture of engagement by recognising the value in our people. Recognise good work and share good news stories. Acknowledge one another within team meetings, internal comms systems. Encourage peer-to-peer recognition. Consider both financial and non-recognition tools. See Company/ Contract Recognition ToR	Career Development is a partnership where we recognise talent within Company/ Contract and drive careers forward by supporting development needs and opportunities. This partnership can be facilitated through regular 1-2-1's and informal/formal development opportunities. Encourage knowledge sharing to increase productivity and empower our people to work effectively and efficiently	Provide our people with platform to tell us what we are doing well and where we can do better. Encourage participation with open and honest feedback during staff surveys, team sessions or management team visits. Acknowledge and take action on feedback / suggestions / information gaps	Promote engagement to connect as a team to create a positive and inclusive working environment. Build team cohesion and inclusion by utilising internal comms systems to share updates or information on social events and Health & Wellbeing initiatives. Encourage involvement in Company/ Contract projects or networks to connect, learn and share views with one another