

Team Engagement Toolkit for Project Managers

Introduction

This toolkit provides practical tools and templates to help project managers engage their teams, improve retention, and build a high-performance culture throughout the project lifecycle.

1. Engagement Drivers Checklist

Use this checklist to assess and enhance engagement across your project team:

- ☐ Role clarity: Each team member understands their responsibilities and how they contribute to the project goals.
- ☐ Growth opportunities: Team members are offered stretch assignments or access to learning.
- ☐ Recognition: Progress and effort are consistently acknowledged.
- ☐ Workload balance: Team has input into task planning and sustainable pacing.
- ☐ Belonging: All voices are included and respected in discussions.

2. Questions to Spark Team Engagement

Use these in retrospectives, check-ins, or 1:1s:

- What part of your work feels most meaningful right now?
- Is there a skill you'd like to develop further on this project?
- When do you feel most recognized or valued at work?
- What could we do to improve team collaboration or communication?
- Do you feel you can speak up freely during meetings?

3. Recognition Planner

Keep track of how and when you recognize team members:

Team Member	Recognition Type	Reason	Date
Priya	Verbal Praise	Solved a client issue creatively	Apr 10

4. Role Clarity Template

Use this to clarify individual roles during project kickoff or reassignment:

Team Member Name: _____

Key Responsibilities:

- _____

- _____

How This Role Supports Project Goals:

- _____

Dependencies / Key Collaborators:

- _____

5. Inclusion & Belonging Quick Wins

Here are a few simple ways to build belonging:

- Rotate who leads meetings or gives updates
- Use icebreakers or personal check-ins during team calls
- Create team norms like “We assume positive intent”
- Acknowledge diverse perspectives in decision-making