



# Engagement Checklist

Use this checklist to keep yourself on track when creating moments of engagement with your team.

- Assign an executive sponsor to each cohort in a program.
- Provide managers with the information needed to support their team during their program.
- Create Slack or Teams channels where the cohort can discuss and reflect.
- Decide whether or not your company would like to add a reward system.
- Write any expectations your company has of learners and ensure alignment with leadership.

- Share the “why” statement with learners.
- Invite learners to the Slack or Teams channel for their cohort.
- Send Announcement Email
- Prepare learners by sharing Hone’s Learning Journal, Learning Alliance doc, or Choose Your Own Adventure Map.
- Kick-off the learning journey with the team and set expectations.

