**[Company] Calendar of Events Planning Schedule**

Important events to diarise and plan for in the year ahead.

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| **[Year]** | **Event** |
| **January** | Schedule Monthly Team Meeting |
| **February** | Schedule Monthly Team MeetingComplete an Office Workplace (WHS) Inspection |
| **March** | Schedule Monthly Team MeetingConduct Employee Engagement Survey |
| **April** | Schedule Monthly Team MeetingEmployee engagement survey results communicatedEmployees can claim Flu Vaccine Schedule individual catchups for performance management reviews |
| **May** | Schedule Monthly Team Meeting End-year performance management reviews |
| **June** | Schedule Monthly Team Meeting Conduct salary planning and communicate salary increasesOrganise and Plan Team Building Day |
| **July** | Salary increases paid in first pay periodMid-year Team Building and Development Day |
| **August** | Schedule Monthly Team Meeting Complete an Office Workplace (WHS) Inspection |
| **September** | Schedule Monthly Team Meeting  |
| **October** | Schedule Monthly Team MeetingSchedule date for the Team Christmas Celebration and confirm venueDistribute Company policies and procedures to team and seek to review and provide feedback Schedule individual catchups for performance management reviewsRequest annual leave over Christmas period/ New Year |
| **November** | Schedule Monthly Team Meeting Conduct Mid-year performance management reviews |
| **December** | Monthly team meeting Team Christmas CelebrationCreate Calendar of Events schedule for next year |

**Additional considerations**

* Choose a number of charity days to participate in over the year, i.e. Jeans 4 Jeans Day, Biggest Morning Tea, R U Ok Day.
* Quarterly Social Catchup such as BBQ, Pub Lunch, Morning Tea, Fun Activity
* Schedule a weekly/monthly reminder to ‘say thank you’ to an individual or the entire team, celebrate successes, communicate and recognize team members to remind them they are valued for their contribution to the business