**[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 Meeting  Complete an Office Workplace (WHS) Inspection |
| **March** | Schedule Monthly Team Meeting  Conduct Employee Engagement Survey |
| **April** | Schedule Monthly Team Meeting  Employee engagement survey results communicated  Employees 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 increases  Organise and Plan Team Building Day |
| **July** | Salary increases paid in first pay period  Mid-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 Meeting  Schedule date for the Team Christmas Celebration and confirm venue  Distribute Company policies and procedures to team and seek to review and provide feedback  Schedule individual catchups for performance management reviews  Request annual leave over Christmas period/ New Year |
| **November** | Schedule Monthly Team Meeting  Conduct Mid-year performance management reviews |
| **December** | Monthly team meeting  Team Christmas Celebration  Create 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