



Monthly Department Meeting Guide
(include employee sign-in sheet and return to the Administrator)

Department & Presenter _____
Date: _____

Previous meeting follow-up: _____

Updated policies & procedures: _____

Employee Q&A: _____

Positive employee communication: _____

Department changes/issues: _____

Review dept. injuries/safety concerns & education: _____

Discuss staff openings & HR questions: _____

Review department goals & achievements: _____

Other business: _____

Upcoming training/in-services: _____

Next dept. meeting date & time: _____