

# BWWB Employee Engagement Action Plan

**Department: Internal Audit**

**Manager: Carolyn White**

**Date: December 1, 2016**

Action	Success Measures	Timeframe for Completion	Action Plan Review Dates
Implement team building activities for the staff.	Team-building activities.	Ongoing	90-day review 180-day review 270-day review
Reward staff for their efforts: <ul style="list-style-type: none"> <li>• Extended lunch day</li> <li>• Flexible time schedule</li> <li>• Thank you card</li> </ul>	Employee are rewarded and appreciated for their efforts.	Ongoing	90-day review 180-day review 270-day review
Implement brainstorming sessions for each project to exchange ideas and best practices to increase efficiency.	Best practices and ideas are implemented throughout the department.	Ongoing	90-day review 180-day review 270-day review
Increase communication around the following items: <ul style="list-style-type: none"> <li>• Training and tuition assistance</li> <li>• Provide constructive feedback</li> <li>• Line of progression</li> </ul>	Improved communication on policies and procedures that impact employees.	Ongoing	90-day review 180-day review 270-day review