

BWWB Employee Engagement Action Plan

Department: Accounting

Manager: TBD

Date: December 1, 2016

Action	Success Measures	Timeframe for Completion	Action Plan Review Dates
Implement creative ideas sessions with employees to listen and respond to suggestions for updating departmental procedures.	Departmental procedures are revised on a consistent schedule.	January 2017	90-day review 180-day review 270-day review
Maintain a monthly employee recognition program.	Monthly employee recognition.	Ongoing	90-day review 180-day review 270-day review
Maintain quarterly teambuilding activities as a department.	Quarterly teambuilding activities.	Ongoing	90-day review 180-day review 270-day review
Implement teambuilding activities for each team within the department.	Teambuilding activities for each team.	Ongoing	90-day review 180-day review 270-day review
Increase confidentiality within the department. Supervisors and managers should discuss confidential information with employees only not in a group of employees.	Confidential information is handled with discretion and sensitivity at all times.	Ongoing	90-day review 180-day review 270-day review

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Implement a career development plan for employees.	Career Development Plan has been developed, approved and communicated by the management team and Human Resources.	August 2017	90-day review 180-day review 270-day review
Respect and listen to employees. Every employee should be treated fairly and professionally at all times.	Every employee is treated fairly, respectfully and professionally at all times by each other and management.	Ongoing	90-day review 180-day review 270-day review