

# BWWB Employee Engagement Action Plan

**Department: Distribution**

**Manager: Reginald Nall**

**Date: December 1, 2016**

Action	Success Measures	Timeframe for Completion	Action Plan Review Dates
Increase communication about the following: <ul style="list-style-type: none"> <li>• Training Opportunities</li> <li>• Job openings</li> <li>• HR Services Demos</li> <li>• Individual Interview results</li> </ul>	Employees are knowledgeable about the benefits and services available to employees.	Ongoing	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
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
Reward employees based on performance.	Job and promotion opportunities are available for employees based on performance.	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.	December 2016	90-day review 180-day review 270-day review