

Goal: *A well-written goal is specific and stated in clear, measurable terms.*



By April 1st, an improved employee recognition program will be in place.

Action Steps <i>What will be done?</i>		Responsible Parties <i>Who will do it?</i>	Needed Resources <i>(Funding/Materials)</i>	Date <i>By when?</i>
1	Set up an employee suggestion box-ask for ideas on how they like to be recognized	ED, MT	suggestions box paper	2/15/2019
2	Review employees ideas and put a plan in place on employee recognition.	ED, CSM, CRM	employees' suggestions	3/1/2019
3	Set up "high five"board to allow ED and all employees to post positive notes to each other on jobs well done.	ED, MT	bulletin board material to cover board push pins high five notes	3/15/2019
4	Place core value cards and board back up.	ED, MT	cards board	3/15/2019
5	Recognize employees for a job well done at monthly staff meetings or daily stand up meetings.	ED, CSM, CRM	high five cards core value cards	3/30/2019