EF2: Employee Forum “To Do” Checklist (page 1 of 2)

**Checklist**

*A minimum of 3-4 weeks prior to the forum:*

**Schedule**
- Meet with managers to schedule meetings to best accommodate needs of employee working hours
- Coordinate times on CEO calendar
- Publicize calendar of scheduled meetings and distribute throughout the organization

**Agenda/Theme**
- Create a way for employees to contribute issues that they want discussed.
- Create Agenda with relevant and timely topics that employees should know about.
- Select a theme or maintain the Leadership Development theme.
- Write presentation information.
- Create slides and number them.

**Evaluation**
- Write forum evaluation questions. Use a standardized evaluation tool and include employee survey questions
- Include the evaluation as the first slide of the presentation

**Miscellaneous**
- Coordinate room special set-up.
- Coordinate refreshments.
- Coordinate door prizes.
- Get door prize tickets.
- Get any other needed items that employees are to be given (i.e. buttons, stickers, etc.).
- Coordinate with Education and Training to approve CEU credit for attendance at forums.
Checklist

1-2 weeks prior to the forum:

- Email the Employee Forum session schedule to staff with information regarding how the evaluation will be conducted
- Send out a reminder of the upcoming sessions.

Day before the forum:

- Get screen
- Get poster boards describing new facilities for display.
- Get lapel microphone
- Get easels
- Get extra pens and pencils for attendees.
- Ensure room is set-up and ready for the session.
- Place evaluations on each chair (Note: if the meeting room is not available for set up the day prior, this can be done immediately before the forum takes place).

Day of forum

- Arrive early to ensure that refreshments and room set-up is complete.
- Ensure that the room temperature is comfortable.
- Keep refreshments filled.
- Record one of the meetings.
- Tabulate forum evaluations after each session.

1-2 days following the forum:

- Publish Employee Forum evaluation results in an organization-wide newsletter or publication.