

	ACTION	DEADLINE	RESPONSIBLE GROUP/INDIVIDUAL(S)	COMPLETED (Y/N)	NOTES
1	Determine Dates with Executive Schedules	Mid January			
2	Reserve Large Rooms/Auditorium to include Plant Sites	Mid January			
3	Kickoff Meeting	End of January			
4	Set up central email address for communication	End of January			
5	Send Save the Date as Meeting Invite (to include Employee Resource Group (ERG) sites)	Early February			
6	Finalize Theme	Mid February			
7	Compile Potential Speakers and Topics with Events (Social, Community Service, Public Information, etc.)	End of February			
8	Finalize Mid-Level Management to Executive Leadership for Leadership Speed Networking	Mid March			
9	Finalize Speakers	Early April			
10	Determine Registration Platform	Mid April			
11	Finalize Events (Social, Community Service, Public Information, etc.)	End of April			
12	Book Breakfast/Lunch	End of April			
13	Finalize Program	Early May			
14	Finalize Registration Platform	Mid May			
15	Send Registration only to Employee Resource Group Members	End of May			
16	Compile Cost for Speaker and Attendee Swag	Early June			
17	Send Registration Reminder only to Employee Resource Group Members	Late June			
18	Speaker and Attendee Swag Purchase	Late June			
19	Send Registration to entire Fleet	Early July			
20	Send Volunteer-Facilitator/Moderator Signup	Early July			
21	Set up Pre-Job Briefs for Volunteers	End of July			
22	Follow-up with Speakers, Catering, Events	End of July			

	ACTION	DEADLINE	RESPONSIBLE GROUP/INDIVIDUAL(S)	COMPLETED (Y/N)	NOTES
23	Draft Survey and Thank you Email	Early August			
24	Speaker Thank You Cards	Early August			
25	Summit	Mid August			
26	Send Survey and Thank You	Immediately After Summit			

	Comments/Best Practices for Action Items Above
1	Determine if need to have a meeting with leadership (to include Plant Site) to discuss the importance of the summit to develop our people
3	Ensure Roles and Responsibilities are evenly distributed. Nominate a Summit Lead. Limit how many people are part of the meetings. Determine meeting frequency. EX: Once a month for 1Q, then Bi-Weekly 2Q, then Weekly meetings 3Q Ensure representation from each Employee Resource Group and Plant Site Ensure have a Budget Lead
4	Have a central email address versus individual Employee Resource Group sending out communication. Make email name usable for future uses.
5	Ensure Save the Date is a Meeting Invite versus Email. Keep it simple: Year Professional Development Summit with Dates. State more details to follow
6	Make a catchy theme but have theme be versatile/broad. Don't narrow down on a specific theme

	Comments/Best Practices for Action Items Above
7	After compiling potential speakers, set up Get to Knows to ensure speaker is who you want at the summit. Gather pricing, etc.
8	For Leadership Speed Networking Session, get leaders early versus later so it is on their calendars. See Email Leadership Template Request
10	Platform used were Microsoft Forms and Signup Genius to save cost. It will require registration review weekly to ensure people signed up correctly.