

Kudos

- [List kudos to employees here.](#) Go over items that went well, pass on positive comments made by clients or partners, congratulate employees for job well done, use examples to point out what we are doing well.

Updates & Announcements

- [List any company updates or announcements here.](#)

Policies

- [List policy here.](#) Review at least one policy each week – start over when you’ve covered all policies. This will keep company policies fresh in everyone’s mind and will ensure you are training each employee on your businesses policies.

Training & Awareness

- [Pick at least one topic to train on.](#) This can be anything from how to answer the phone, how to do a job-related task, correcting items that weren’t done right during the previous week, or any other topic that will help your business achieve its mission.
- [Pick at least one topic on security awareness.](#) Look for news articles on cyber threats, point out threats to your industry, go over social engineering and phishing attacks, talk about securing devices like smartphones or computers, or any other security related topic. Do this every week!

Feedback & Sharing

- [Open.](#) Go around the room and ask each attendee if they have anything they want to talk about.

Next meeting: mm/dd/yyyy
