



FREE TEMPLATE

12-month employee engagement calendar

One theme and one shift-friendly idea for each month, with space to plan who runs it, where, and who took part.

- 1 Pick the month's theme and the idea that goes with it.
- 2 Name an owner and the sites and shifts it should reach.
- 3 At the end of the month, check who took part, by site and shift, and adjust.

JAN ✓	FEB	MAR	APR
MAY ✓	JUN	JUL	AUG
SEP	OCT	NOV ✓	DEC

JANUARY TO JUNE

One theme, one idea that works on a shift

JANUARY

Goals for the year

Put this year's three site goals into the weekly manager talking points

Idea 29 in the article

What it takes: A comms team that writes the points, and a channel managers check weekly.

Owner _____

Sites and shifts _____

Who took part _____

FEBRUARY

Recognition

Peer nominations at the huddle

Idea 15 in the article

What it takes: A simple nomination form and two minutes at a huddle.

Owner _____

Sites and shifts _____

Who took part _____

MARCH

Listening

Start a monthly listening loop

Idea 33 in the article

What it takes: A short pulse survey that works on any phone, and someone who closes the loop each month.

Owner _____

Sites and shifts _____

Who took part _____

APRIL

Safety

Launch the safety idea fast-track

Idea 17 in the article

What it takes: A way to submit ideas from a phone, with names optional, and a named person who responds.

Owner _____

Sites and shifts _____

Who took part _____

MAY

Learning

Ask-an-expert thread

Idea 22 in the article

What it takes: A channel that supports photos and comments, and a few named experts who check in.

Owner _____

Sites and shifts _____

Who took part _____

JUNE

Teams

Photo of the week from the floor

Idea 12 in the article

What it takes: A channel where people can post from a phone, and someone to check posts first.

Owner _____

Sites and shifts _____

Who took part _____

JULY TO DECEMBER

One theme, one idea that works on a shift

JULY

Feedback in action

"You said, we did" board

Idea 11 in the article

What it takes: Someone to collect input, a manager who acts on it, and a board in the break room plus a digital copy.

Owner _____

Sites and shifts _____

Who took part _____

AUGUST

New starters

Shift buddies for new starters

Idea 16 in the article

What it takes: A buddy list per shift, and some time in the first two weeks.

Owner _____

Sites and shifts _____

Who took part _____

SEPTEMBER

Leadership visibility

Night-shift leadership visit

Idea 13 in the article

What it takes: A few late nights a year from leaders, and a follow-up note.

Owner _____

Sites and shifts _____

Who took part _____

OCTOBER

Customers

Customer praise, passed on

Idea 24 in the article

What it takes: A habit in the customer service team, and a way to reach field staff directly.

Owner _____

Sites and shifts _____

Who took part _____

NOVEMBER

Thanks

Thanks, by name, in public

Idea 35 in the article

What it takes: Five minutes a week and the habit of noticing.

Owner _____

Sites and shifts _____

Who took part _____

DECEMBER

Looking back

Share the year's numbers that matter

Idea 37 in the article

What it takes: A manager who explains three numbers and what they mean.

Owner _____

Sites and shifts _____

Who took part _____

EVERY MONTH

How to tell whether it worked

Reach

Did the people you wanted to include see the activity? Check by site, shift, and role.

Participation

How many people commented, voted, nominated, or asked a question?

Engagement over time

Ask the same short pulse questions every month or quarter, and compare.

The most important rule: report participation by segment, never as one average. An overall 60% can hide 90% in the office and 20% on the night shift (an illustration, not real data). Your deskless employees disappear into the average. To protect privacy, look at teams and sites, never individuals.

Your year at a glance

MONTH	SITES AND SHIFTS REACHED	WHO TOOK PART	WHAT WE CHANGE NEXT
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

MAKE EVERY IDEA REACH EVERY EMPLOYEE

Run the calendar where everyone can see it

If your engagement ideas keep stopping at the office door, tchop gives deskless teams a branded employee app they can open with an access code from their employer instead of a work email address.

[Book a 20-minute demo](#)

