

GOALS AND ACCOMPLISHMENTS

TASK/GOAL	ACTIONS	RESULTS
Collect and compose monthly internal newsletter	<ul style="list-style-type: none"> • Determine articles, contests, news for content • Request information from necessary divisions • Edit, format and gain approval • Distribute to intranet and distribute hardcopies to Sr. Management 	Communicate company news and events to build community on a monthly basis.
Create monthly training calendar	<ul style="list-style-type: none"> • Identify and verify dates for guest speakers • Create flyers and class description • Verify size of room suitable for class • Reserve or remove classrooms • Publish by the second week of each month 	Enrollment in classes increased by 5% by inviting guest speakers
	<ul style="list-style-type: none"> • 	
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