



# Staff Meeting Structure Template



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## STAFF MEETING STRUCTURE TEMPLATE

Having regularly scheduled staff meetings are a key way to measurable effectiveness. The problem isn't that meetings are bad, most times they are not structured. Providing structure and expectations in your meetings will change your staff's output tremendously.

This breakdown is really a guideline. It is built using a weekly meeting interval schedule. You may have monthly meetings or even quarterly, depending on the needs of your company or department. It contains possible topics, timeframes and probable departments. Feel free to modify it to your company's needs. Enjoy!





## Staff Meeting Schedule & Outline Example

### 45-60 Minute Meeting

#### **15 Minutes:**

“Around the Table” (Department Updates)

- Hot Issues
- New Hires to Welcome
- Interviews or Promotions
- This Week’s Wins

#### **15 Minutes:**

Kicking the Tires of the Company: Area to Discuss for Possible Improvement. The Responsible party will explain the process and the meeting attendees will kick its tires.

- Topics to Address and Discuss (Staff will discuss their feeling of each topic and collectively determine if there is room for improvement)





<b>1st Tuesday</b> January	<b>Topic</b> Company Communication	<b>Department</b> Public Relations
<b>2nd Tuesday</b> January	<b>Topic</b> Client Communication	<b>Department</b> Sales Manager
<b>3rd Tuesday</b> January	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Sr. SalesManager
<b>4th Tuesday</b> January	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Sr. Project Manager
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> February	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Sr. OpsManager
<b>2nd Tuesday</b> February	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Sr. Accounts Manager
<b>3rd Tuesday</b> February	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Sr. Customer Service Mgr
<b>4th Tuesday</b> February	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Marketing Manager
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> March	<b>Topic</b> Employee Onboarding	<b>Department</b> Human Resource Manager
<b>2nd Tuesday</b> March	<b>Topic</b> Staff Training & Development	<b>Department</b> Human Resource Manager
<b>3rd Tuesday</b> March	<b>Topic</b> Product Development	<b>Department</b> Marketing Manager
<b>4th Tuesday</b> March	<b>Topic</b> Employee Morale	<b>Department</b> Mgmt to Staff
<b>Vote Employee &amp; Manager of the Quarter</b>		
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> April	<b>Topic</b> How Do Policies Apply to the Job	<b>Department</b> Human Resource Manager
<b>2nd Tuesday</b> April	<b>Topic</b> Customer Recovery Techniques	<b>Department</b> Customer Service Manager
<b>3rd Tuesday</b> April	<b>Topic</b> Recruiting Contractors	<b>Department</b> Human Resource Manager
<b>4th Tuesday</b> April	<b>Topic</b> Event Planning	<b>Department</b> Event Staff
<b>5th Tuesdays will be open topic meetings</b>		



<b>1st Tuesday</b> May	<b>Topic</b> Acquiring New Owner Clients	<b>Department</b> Client Support to Owners
<b>2nd Tuesday</b> May	<b>Topic</b> Conducting Department Reports	<b>Department</b> Sr. Operations Manager
<b>3rd Tuesday</b> May	<b>Topic</b> Keeping the Company Secure Data, Information, Processes, etc.	<b>Department</b> IT Manager
<b>4th Tuesday</b> May	<b>Topic</b> Staff Mental Health Planning	<b>Department</b> Senior Management
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> June	<b>Topic</b> Path to Personal Growth	<b>Department</b> Sr. Sales Manager
<b>2nd Tuesday</b> June	<b>Topic</b> Path to Professional Growth	<b>Department</b> Sr. Marketing Manager
<b>3rd Tuesday</b> June	<b>Topic</b> Understanding Ops Manual	<b>Department</b> Sr. Operations Manager
<b>4th Tuesday</b> June	<b>Topic</b> Increasing Employee Productivity	<b>Department</b> Project Manager
<b>Vote Employee &amp; Manager of the Quarter</b>		
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> July	<b>Topic</b> Employee to Employee Communication	<b>Department</b> Operations Manager
<b>2nd Tuesday</b> July	<b>Topic</b> Grievance Procedures	<b>Department</b> Human Resource Manager
<b>3rd Tuesday</b> July	<b>Topic</b> Effective Personal Finance Management	<b>Department</b> Accounting Manager
<b>4th Tuesday</b> July	<b>Topic</b> Safe Travel Tips	<b>Department</b> Customer Service Manager
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> August	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Operations Manager
<b>2nd Tuesday</b> August	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Finance Manager



<b>3rd Tuesday</b> August	<b>Topic</b> Client Onboarding Procedures	<b>Department</b> Customer Service Manager
<b>4th Tuesday</b> August	<b>Topic</b> Marketing & Social Media	<b>Department</b> Marketing Manager
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> September	<b>Topic</b> Employee Onboarding	<b>Department</b> Human Resource Manager
<b>2nd Tuesday</b> September	<b>Topic</b> Staff Training & Development	<b>Department</b> Human Resource Manager
<b>3rd Tuesday</b> September	<b>Topic</b> Onboarding Training	<b>Department</b> Human Resource Manager
<b>4th Tuesday</b> September	<b>Topic</b> Increasing Employee Morale	<b>Department</b> Customer Service Manager
<b>Vote Employee &amp; Manager of the Quarter</b>		
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> October	<b>Topic</b> Managing Company Equipment	<b>Department</b> Sr. Operations Manager
<b>2nd Tuesday</b> October	<b>Topic</b> Ways to Get Promoted	<b>Department</b> Quality Control Manager
<b>3rd Tuesday</b> October	<b>Topic</b> Recruiting Managers	<b>Department</b> Sr. Marketing Manager
<b>4th Tuesday</b> October	<b>Topic</b> Conference Planning	<b>Department</b> Event Staff
<b>5th Tuesdays will be open topic meetings</b>		
<b>1st Tuesday</b> November	<b>Topic</b> Fun Holiday Tips	<b>Department</b> Customer Service Manager
<b>2nd Tuesday</b> November	<b>Topic</b> Managing Personal Workflow	<b>Department</b> Sales Manager
<b>3rd Tuesday</b> November	<b>Topic</b> Keeping the Company Secure Facility Management, Equipment etc.	<b>Department</b> Operations
<b>4th Tuesday</b> November	<b>Topic</b> Staff Mental Health Planning	<b>Department</b> Senior Management
<b>5th Tuesdays will be open topic meetings</b>		



<b>1st Tuesday</b> December	<b>Topic</b> Path to Personal Growth	<b>Department</b> Marketing Manager
<b>2nd Tuesday</b> December	<b>Topic</b> Path to Professional Growth	<b>Department</b> Human Resource Manager
<b>Vote Employee &amp; Manager of the Quarter</b>		
<b>3rd Tuesday</b> December	<b>Topic</b> Holiday Safety Tips	<b>Department</b> Mgmt to Staff
<b>4th Tuesday</b> December	<b>Topic</b> No Meeting	<b>Department</b> N/A

### 15 Minutes:

New Idea Suggestion. Team will kick the tires of the idea. Discuss worst-case scenarios and benefits.

<b>1st Tuesday</b> January	<b>Department Personnel to Present Idea</b> Public Relations
<b>2nd Tuesday</b> January	<b>Department Personnel to Present Idea</b> Project Management
<b>3rd Tuesday</b> January	<b>Department Personnel to Present Idea</b> Marketing
<b>4th Tuesday</b> January	<b>Department Personnel to Present Idea</b> Operations
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> February	<b>Department Personnel to Present Idea</b> Sales
<b>2nd Tuesday</b> February	<b>Department Personnel to Present Idea</b> Customer Service
<b>3rd Tuesday</b> February	<b>Department Personnel to Present Idea</b> IT
<b>4th Tuesday</b> February	<b>Department Personnel to Present Idea</b> Finance
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> March	<b>Department Personnel to Present Idea</b> Accounting
<b>2nd Tuesday</b> March	<b>Department Personnel to Present Idea</b> Public Relations



<b>3rd Tuesday</b> March	<b>Department Personnel to Present Idea</b> Project Management
<b>4th Tuesday</b> March	<b>Department Personnel to Present Idea</b> Marketing
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> April	<b>Department Personnel to Present Idea</b> Operations
<b>2nd Tuesday</b> April	<b>Department Personnel to Present Idea</b> Sales
<b>3rd Tuesday</b> April	<b>Department Personnel to Present Idea</b> Customer Service
<b>4th Tuesday</b> April	<b>Department Personnel to Present Idea</b> IT
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> May	<b>Department Personnel to Present Idea</b> Finance
<b>2nd Tuesday</b> May	<b>Department Personnel to Present Idea</b> Accounting
<b>3rd Tuesday</b> May	<b>Department Personnel to Present Idea</b> Public Relations
<b>4th Tuesday</b> May	<b>Department Personnel to Present Idea</b> Project Management
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> June	<b>Department Personnel to Present Idea</b> Marketing
<b>2nd Tuesday</b> June	<b>Department Personnel to Present Idea</b> Operations
<b>3rd Tuesday</b> June	<b>Department Personnel to Present Idea</b> Sales
<b>4th Tuesday</b> June	<b>Department Personnel to Present Idea</b> Customer Service
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> July	<b>Department Personnel to Present Idea</b> IT
<b>2nd Tuesday</b> July	<b>Department Personnel to Present Idea</b> Finance
<b>3rd Tuesday</b> July	<b>Department Personnel to Present Idea</b> Accounting





<b>4th Tuesday</b> July	<b>Department Personnel to Present Idea</b> Public Relations
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> August	<b>Department Personnel to Present Idea</b> Project Management
<b>2nd Tuesday</b> August	<b>Department Personnel to Present Idea</b> Marketing
<b>3rd Tuesday</b> August	<b>Department Personnel to Present Idea</b> Operations
<b>4th Tuesday</b> August	<b>Department Personnel to Present Idea</b> Sales
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> September	<b>Department Personnel to Present Idea</b> Customer Service
<b>2nd Tuesday</b> September	<b>Department Personnel to Present Idea</b> IT
<b>3rd Tuesday</b> September	<b>Department Personnel to Present Idea</b> Finance
<b>4th Tuesday</b> September	<b>Department Personnel to Present Idea</b> Accounting
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> October	<b>Department Personnel to Present Idea</b> Public Relations
<b>2nd Tuesday</b> October	<b>Department Personnel to Present Idea</b> Project Management
<b>3rd Tuesday</b> October	<b>Department Personnel to Present Idea</b> Marketing
<b>4th Tuesday</b> October	<b>Department Personnel to Present Idea</b> Operations
<b>5th Tuesdays will be open topic meetings</b>	
<b>1st Tuesday</b> November	<b>Department Personnel to Present Idea</b> Sales
<b>2nd Tuesday</b> November	<b>Department Personnel to Present Idea</b> Customer Service
<b>3rd Tuesday</b> November	<b>Department Personnel to Present Idea</b> IT
<b>4th Tuesday</b> November	<b>Department Personnel to Present Idea</b> Finance
<b>5th Tuesdays will be open topic meetings</b>	



**1st Tuesday**

December

**Department Personnel to Present Idea**

Accounting

**No weekly suggestions after 1st week in December**



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