



2024 HR CALENDAR

Your Strategic HR Planner to Navigate & Elevate 2024



January

National Mentoring Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2 Strategic HR Planning & kickoff	3 Strategic HR Planning & kickoff	4 National Trivia Day	5	6
	8 Feedback Survey (A look back at 2023, key wins, & challenges)	9	10 Launch Rewards and Recognition Program for 2024	11 Employee Engagement Survey (To understand org. engagement levels)	12	13
14	15 MLK Day	16	17	18	19	20
		23 Strategic Policy Review - Evaluate and update HR policies	24 International Day of Education	25 Burns Night (Scotland)	26 National Fun at Work Day (UK)	27
		30	31 Form 941 for Q4 2023 filing deadline: W-2s/1099s to employees due.	1	2	3

employees due.

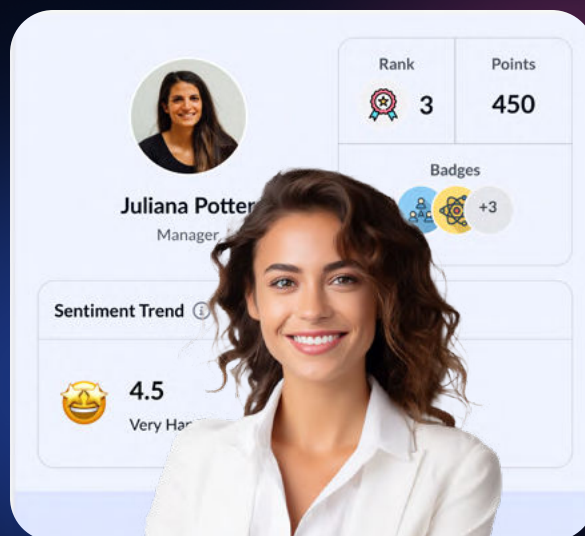
employees due.

MAXIMIZE YOUR IMPACT

The 2024 Talent Management Outlook

In the evolving landscape of HR and Talent Management, 2024 promises to be a year marked by transformation and innovation. As organizations adapt to the challenges posed by the future of work, staying ahead of the curve is essential.

Organizations must prioritize employee well-being and strategically align talent with business objectives for optimum employee impact and success. Augmented by technology, the role of HR extends beyond traditional functions. Several key trends are poised to influence the talent landscape, each carrying profound implications for organizational & people strategies.



THINGS TO LOOK OUT FOR IN 2024



STRATEGY

Aligning Talent Strategies with Business Objectives

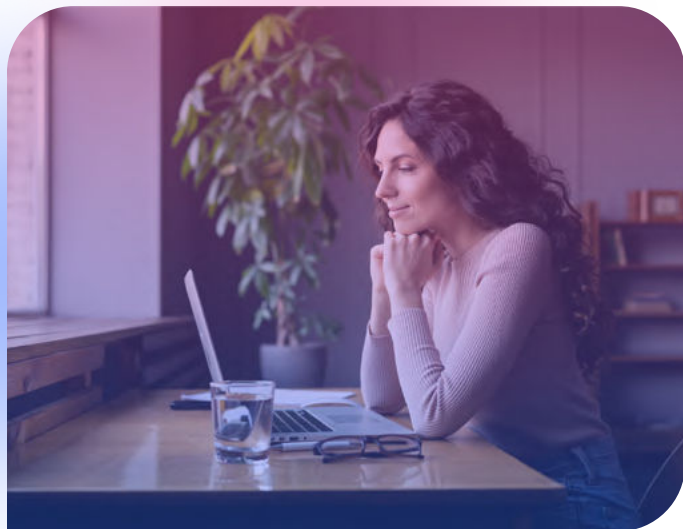
The year 2024 emphasizes the strategic alignment of talent management initiatives with broader business goals. HR professionals are challenged to move beyond the traditional administrative support role and position themselves as strategic partners in driving organizational success. This entails a deep understanding of the business landscape, proactive workforce planning, and the ability to translate talent metrics into meaningful insights for decision-makers.

ENGAGEMENT

Employee Experience Beyond the Basics

Employee experience has transcended the realm of mere benefits and salary structures. In 2024, HR will be tasked with crafting a holistic employee journey that encompasses well-being initiatives, personalized career development, and a sense of purpose within the organization.

Understanding the intricacies of employee expectations and designing tailored experiences is crucial for retaining top talent in a competitive landscape.



HYBRID WORK MODELS

The Evolution of Workplace Culture

The hybrid work model, where employees split their time between remote and on-site work, has emerged as a defining feature of 2024. Organizations are grappling with the need to strike a balance between the flexibility employees crave and the collaborative benefits of physical proximity. HR professionals must navigate the nuances of fostering a cohesive workplace culture that transcends physical boundaries.

DIVERSITY, EQUITY, AND INCLUSION (DEI)

Strategic Imperatives

Diversity and inclusion are no longer optional but fundamental pillars of organizational success. In 2024, organizations are expected to move beyond token gestures and embrace DEI as a strategic imperative. Talent Management strategies must be intentionally designed to foster inclusivity, ensuring that diverse voices are heard and actively contribute to innovation and decision-making.

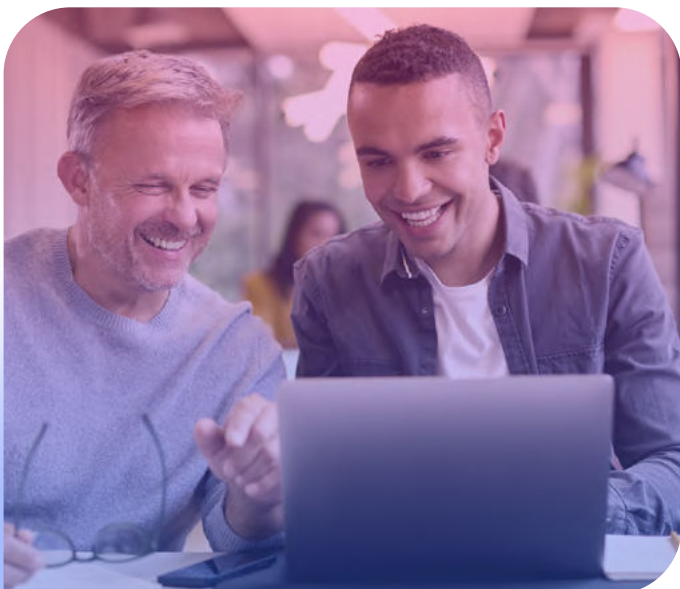




TALENT MOBILITY

Inclusive Leadership & Succession Planning

In 2024, organizations recognize the importance of inclusive leadership in driving innovation and sustainable growth. HR's role extends beyond traditional talent acquisition to fostering inclusive leadership pipelines. Succession planning becomes a strategic imperative, ensuring that diverse talent is identified, nurtured, and prepared for leadership roles.



CONTINUOUS LEARNING

A Cornerstone of Employee Development

The pace of change in the professional landscape necessitates a commitment to continuous learning. Talent Management in '24 involves creating a culture that prioritizes upskilling and reskilling. Organizations must use technology, including personalized learning paths and AI integration in platforms, to empower employees to stay relevant in a rapidly evolving job market.



AI IN TALENT MANAGEMENT

AI Technology at Your Fingertips

An integral development to observe is the integration of Artificial Intelligence (AI) into talent management and HR processes. AI is on the verge of transforming the landscape of HR functions, introducing unparalleled efficiency and precision. AI-powered processes and analytics are set to offer profound insights, enabling more informed decision-making. From personalized learning recommendations to sentiment analysis for employee engagement, AI is positioned to propel HR to unprecedented heights.

Holistic Talent Management Suite

KEY QUESTION

Does your existing platform enable a cohesive integration between engagement, performance, culture, and retention?

CONSIDERATION

Evaluate how your existing technologies integrate various facets of talent management, fostering a holistic understanding of your workforce.

Talent Mobility & Succession Planning

KEY QUESTION

Does your existing tech investment facilitate talent forecasting, workforce planning, and identification of top talent while supporting talent mobility?

CONSIDERATION

In an era where talent mobility and succession planning are paramount, ensure your tech investment encompasses talent analytics, skills assessment, and predictive analytics to thrive in the future of work.

Comprehensive Employee Engagement

KEY QUESTION

Is your current tech platform adept at seamlessly integrating real-time feedback, meaningful recognition, and collaborative features to foster a dynamic and inclusive workplace culture?

CONSIDERATION

Leverage platforms that offer end-to-end solutions for employee engagement, incorporating real-time feedback, recognition, and collaboration into the fabric of your organizational culture.

Improving Interactions

KEY QUESTION

Does our current platform facilitate improved interactions, meetings, social conversations, and regular check-ins?

CONSIDERATION

Explore whether your tech investment can seamlessly intertwine and enhance interactions between employees, managers, and CXOs. This integration boosts relationships & enhances employee morale, engagement, & productivity.

Elevating Employee Experience

KEY QUESTION

Is your existing tech easily accessible and user-friendly, covering all employee touchpoints?

CONSIDERATION

Examine the user-friendliness and accessibility of your tech solutions. Ensure that they not only meet the current standards but also have the capability to leverage AI, empowering you to effortlessly navigate, analyze, and enhance the overall employee experience.

Employee Development & Growth

KEY QUESTION

Does your current tech platform effectively identify employees' aspirations and growth potential and provide comprehensive development plans and resources?

CONSIDERATION

Elevate your learning infrastructure by upgrading to an advanced LMS or Learning Experience Platform. These solutions should offer personalized learning paths, automation, and robust reporting capabilities to ensure effective employee development and growth.

Empowering HR Excellence

The planner serves as a blueprint tailored to empower HR teams at every level, from frontline HR professionals to Chief Human Resources Officers (CHROs) leading global teams. It

outlines critical dates, holidays, and other special days for employees and HR professionals. It also enlists HR activities and showcases how Engagedly can assist in achieving them.

January

National Mentoring Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day	2 Strategic HR Planning & kickoff	3 Strategic HR Planning & kickoff	4 National Trivia Day	5	6
7	8 Feedback Survey (A look back at 2023, key wins, & challenges)	9	10 Launch Rewards and Recognition Program for 2024	11 Employee Engagement Survey (To understand org. engagement levels)	12	13
14	15 M L King Day	16	17	18	19	20
21	22 Strategic Policy Review - Evaluate and update HR policies	23 Strategic Policy Review - Evaluate and update HR policies	24 International Day of Education	25 Burns Night (Scotland)	26 National Fun at Work Day (UK)	27
28	29	30	31 Form 941 for Q4 2023 filing deadline; W-2s/1099s to employees due.	1	2	3

KEY ACTIVITIES

Strategic HR Planning & Kickoff

Initiate the year with strategic planning sessions to align HR goals with organizational objectives.

Launch Rewards & Recognition Program

Initiate the year with strategic planning sessions to align HR goals with organizational objectives.

Feedback Survey

Conduct a feedback survey to gather insights on the effectiveness of past HR initiatives & areas for enhancement.

Employee Engagement Survey

Launch the annual engagement survey to gauge employee satisfaction and identify areas for improvement.

Strategy Policy Review

Evaluate and update HR policies, ensuring they align with current regulations and organizational goals.

ENGAGEDLY MODULES TO USE

Goals 2.0

Set organizational goals and milestones for strategic alignment. Utilize Marissa AI to auto-generate clear and achievable goals and milestones.

Ask Marissa™

Leverage AI-enabled coaching to access quality information tailored to HR needs. Receive insights on best practices, trends, and product documentation for shaping your People Strategy in 2024.

Survey 2.0

Plan and deploy surveys to collect feedback from leadership and employees. Use a feedback survey to reflect on the past year, gaining perspectives on successes and challenges for focused improvement in 2024.

HR Resources Bot

Powered by Ask Marissa, fetch relevant resources for employee queries. Provide easy access to policy documents, guidelines, and plans through the HR Resources Bot.

Team Pulse

Use this listening tool to receive real-time team responses, identify obstacles and understand employee sentiments. Deploy Team Pulse at a frequency that suits your organization to stay connected with your employees.

E10 Engagement Survey

Run an employee engagement survey with E10 to gain detailed insights into current engagement levels. Understand the pulse of your workforce and develop strategies to enhance engagement.

Check-ins

Bridge the manager-employee gap with structured Check-ins. Uncover insights that foster a culture of engagement and success through specific and actionable questions to employees.

Custom Rewards

Establish your rewards and recognition program for the year. Build a customized program with Engagedly's Custom Rewards that reflects your organization's values and encourages employee appreciation.

TEMPLATES AND RESOURCES

Rewards & Recognition

[Learn More](#) →

Engagement

[Learn More](#) →

Impact of AI

[Learn More](#) →

Listening Tools

[Learn More](#) →

February

UK LGBT History Month

Black History Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Review monthly Check-ins & Team Pulse responses Time to Talk Day(UK)	2	3
4 Rosa Parks Day	5 Learning & Development Strategy	6 Employee Engagement Workshop	7 Learning & Development Check-In	8	9	10
11 Random Acts of Kindness Week(UK)	12 Random Acts of Kindness Week(UK)	13 Mardi Gras Random Acts of Kindness Week(UK)	14 Valentine's Day Random Acts of Kindness Week(UK)	15 Random Acts of Kindness Week(UK)	16 Random Acts of Kindness Week(UK)	17 Random Acts of Kindness Week(UK)
18	19 Presidents' Day	20 World Day of Social Justice	21	22	23	24
25	26	27	28	29	1	2

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to gain insights into ongoing employee engagement levels and address emerging challenges.

Learning & Development Check-In

Conduct a Check-in specifically focused on learning and development to understand individual aspirations and identify opportunities for skill enhancement.

Learning & Development Strategy

Devote time to strategize and outline the year's Learning & Development (L&D) initiatives, aligning them with organizational goals.

Employee Engagement Workshop

Organize a workshop to enhance employee engagement strategies. Use this platform to share insights, gather feedback, and foster collaboration.

ENGAGEDLY MODULES TO USE

LXP (Learning Experience Platform)

Leverage AI-powered adaptive learning for a personalized and engaging learning experience. Analyze employee data to tailor learning paths, fostering skill development and growth.

Mentoring Complete

Nurture future leaders with tailored mentoring programs. Cultivate leadership, plan successions, promote career growth, and facilitate knowledge exchange through Mentoring Complete.

Growth Hub

Empower employees to take charge of their career growth. Understand career aspirations and role satisfaction and facilitate Individual Development Plans (IDPs) through Growth Hub.

Team Pulse and Check-ins

Review responses and reports from Team Pulse and Check-ins to monitor engagement levels. Address challenges proactively and provide solutions to enhance the overall employee experience.

TEMPLATES AND RESOURCES

Learning & Development

[Learn More](#) →

Engagement

[Learn More](#) →

Check-ins

[Learn More](#) →

March

Women's History Month

National Disabilities Month (USA)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Employee Appreciation Day St. David's Day (UK)	2 Deadline to file OSHA Form 300A
3	4 Review monthly Check-ins & Team Pulse responses	5	6 Learning & Development Check-In	7	8 International Women's Day	9
10 Daylight Saving Time Begins Ramadan Begins	11	12	13	14	15	16
17 Saint Patrick's Day	18	19 360° Feedback Cycle 1 Launch	20	21	22 Engagedly's People Strategy Virtual Conference.	23
24	25	26 360° Feedback Cycle 1 Ends	27	28 360° Feedback Review	29 Good Friday	30
						31 Easter Sunday

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to gain insights into ongoing employee engagement levels and address emerging challenges.

360° Feedback Cycle 1

Kickstart the first cycle of the 360° Feedback process. Plan, deploy, and gather comprehensive insights into employee performance, skills, specific behaviors, and feedback areas.

Employee Appreciation

Celebrate Employee Appreciation Day by utilizing Marissa AI for Praise to generate personalized praise tailored to individual achievements effortlessly.

360° Feedback Review

Utilize Marissa AI™ for 360° Feedback Survey Summarization to efficiently review and summarize the gathered feedback. Leverage AI to streamline the feedback review process.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

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Team Pulse and Check-ins

Review responses and reports from Team Pulse and Check-ins to monitor engagement levels. Address challenges proactively and provide solutions to enhance the overall employee experience.

TEMPLATES AND RESOURCES

Employee Appreciation + Praise

[Learn More](#) →

360 Feedback + Templates

[Learn More](#) →

Employee Development

[Learn More](#) →

Women in Leadership/Mentoring

[Learn More](#) →

April

National Volunteer Month (USA)

Autism Acceptance Month

Earth Month

Stress Awareness Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 April Fools Day	2 Review monthly Check-ins & Team Pulse responses	3	4	5 2023/2024 Tax year ends (UK)	6 2024/2025 Tax year begins (UK)
7	8	9	10 Learning & Devel- opment Check-In Eid al Fitr	11 National Pet Day	12	13
14	15 Tax Day	16	17 Learning Culture Workshop	18	19	20
21	22 Earth Day	23 Passover Begins St. George's Day (UK)	24 Administrative Professionals Day	25 On Your Feet Britain	26	27
28	29	30 Passover Ends Deadline to file IRS Form 941 for Q1 '24	1	2	3	4

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to gain insights into ongoing employee engagement levels and address emerging challenges.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

Learning Culture Workshop

Dedicate a day to promote a culture of continuous learning to train employees and enhance the overall learning culture.

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Overlook reports and set up check-ins to monitor the progress and milestones of Learning & Development initiatives. Train employees to use these modules during the Learning Culture Workshop. Discuss and create learning automation and paths to improve the learning culture and experience in the organization.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

TEMPLATES AND RESOURCES

Learning + Development

[Learn More](#) →

Talent Mobility

[Learn More](#) →

Individual Development Plan

[Learn More](#) →

May

Mental Health Awareness Month

Asian American & South Pacific Islander Heritage Month (USA)

National Walking Month (UK)

Jewish American Heritage Month (USA)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 -Review monthly Check-ins & Team Pulse responses -May Day	2	3	4
5 Cinco de Mayo	6 Early May Bank Holiday (UK)	7	8 Learning & Development Check-In	9	10	11
12 Mother's Day	13 Employee Well-being Workshop	14	15 -Mental Health Awareness Week -National Numeracy Day (UK)	16 Mental Health Awareness Week (UK)	17 Mental Health Awareness Week (UK)	18 Mental Health Awareness Week (UK)
19 Mental Health Awareness Week (UK)	20 -International Human Resources Day -Mental Health Awareness Week(UK)	21 Mental Health Awareness Week (UK)	22	23	24	25
26	27 -Memorial Day -Spring Bank Holiday (UK and Scotland)	28 Talent Acquisition Planning	29	30	31 Deadline for sending P60s to employees (UK)	1

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to gain insights into ongoing employee engagement levels and address emerging challenges.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

Employee Well-being Workshop

Dedicate a day to focus on employee well-being. Praise your employees to encourage positive recognition and appreciation during this workshop.

Strategic Talent Planning

Plan for a whole day dedicated to strategic talent planning. Optimize hiring with AI-driven Talent Analytics for precise insights on crucial skills and competencies.

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

Talent Analytics

Utilize advanced AI-driven dashboards to gain insights into skills, competencies, and desired proficiencies for strategic talent acquisition.

Marissa™ AI for Praise

Encourage using Marissa AI for Praise during the Employee Well-being Workshop. Train employees to leverage AI for personalized and impactful praises.

TEMPLATES AND RESOURCES

How to navigate stress

[Learn More](#) →

Tips to improve employee health

[Learn More](#) →

30 60 90 Template

[Learn More](#) →

Employee well-being at the workplace

[Learn More](#) →

Hiring the right talent

[Learn More](#) →

June

Pride Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 National Volunteers' Week (UK)
2 National Volunteers' Week (UK)	3 -360° Feedback Cycle 2 Launch -National Volunteers' Week (UK)	4 -Review monthly Check-ins & Team Pulse responses -National Volunteers' Week (UK)	5 -Learning & Dev Check-In -World Environment Day -National Volunteers' Week (UK)	6 National Volunteers' Week (UK)	7 -360° Feedback Cycle 2 Ends -National Fish & Chip Day (UK) -National Volunteers' Week (UK)	8 -National Best Friend Day -King's Birthday (UK)
9 International Children's Day	10 Diversity and Inclusion Workshop	11 360° Feedback Cycle 2 Review	12	13	14	15 National Clean Air Day
16 Father's Day	17 Performance Review Cycle 1 Begins	18	19 Juneteenth	20 World Refugee Day	21	22
23 -SHRM Annual Conference -Public Service Day	24 SHRM Annual Conference	25 SHRM Annual Conference	26 SHRM Annual Conference	27 Performance Calibration & Sign-offs	28 -Performance Review Cycle 1 Ends -International Pride Day	29 Armed Forces Day 30

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to gain insights into ongoing employee engagement levels and address emerging challenges.

Diversity & Inclusion Workshop & Training

Conduct a workshop and training session on Diversity & Inclusion, fostering an inclusive workplace culture.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

360° Feedback Cycle 2 Review

Summarize and review the feedback gathered during the second 360° Feedback cycle.

360° Feedback Cycle 2 Launch

Initiate the second cycle of 360° Feedback to gather comprehensive insights into employee performance, skills, behaviors, and feedback areas.

Performance Calibration & Sign-offs

Employ calibration to ensure fair and unbiased performance ratings before sign-offs.

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

Goals 2.0

Track and analyze the progress of organization-wide goals. Utilize reports to understand employee contributions and link goals to the upcoming Performance Review Cycle.

Performance Reviews

Kick-start the Performance Review process, leveraging Engagedly modules to ensure a fair and unbiased evaluation of employee performances.

Performance Review Cycle 1

Commence the first cycle of the Performance Review process, inviting employees and managers to rate and review performances.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

360° Feedback

Plan, set, and deploy the second cycle of 360° Feedback to gather insights into employee performance and areas for improvement.

TEMPLATES AND RESOURCES

Importance of D&I

[Learn More](#) →

Performance Reviews

[Learn More](#) →

Feedback

[Learn More](#) →

July

Disability Pride Month

South Asian Heritage Month (UK)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Review monthly Check-ins & Team Pulse responses	2	3	4 Independence Day	5	6 Deadline for P11D forms to HMRC (UK)
7	8 Performance Appraisal Process Begins	9	10 Learning & Development Check-In	11 Employee Engagement Survey	12	13
14	15	16	17	18	19 Performance Appraisal Process Ends	20
21	22 Learning Culture Workshop	23	24 International Self-Care Day	25	26	27
28 Parents' Day	29	30 International Friendship Day	31 Deadline to file IRS Form 941 for Q2 2024	1	2	3

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to gain insights into ongoing employee engagement levels and address emerging challenges.

Performance Appraisal Process

Kickstart the first cycle of the 360° Feedback process. Plan, deploy, and gather comprehensive insights into employee performance, skills, specific behaviors, and feedback areas.

Employee Engagement Survey

Deploy an engagement survey to gather valuable feedback to understand the current engagement levels and areas for improvement.

Learning Culture Workshop

Conduct a dedicated workshop to promote a culture of continuous learning, emphasizing the importance of continuous learning to promote skill development, mentorship, and a culture of growth.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

E10 Engagement Survey

Initiate a new survey for the second half of the year using the E10 engagement survey module. Assess improvements in engagement levels and identify challenges hindering engagement. Use the insights for continuous enhancement.

Talent Analytics

Post the performance review cycle, leverage Talent Analytics to nurture and refine employees' talent. During Learning Culture Workshop, utilize skill tracking to help employees identify gaps and craft Individual Development Plans (IDP) for skill enhancement.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

TEMPLATES AND RESOURCES

Performance Appraisal

[Learn More](#) →

Identifying Top Talent

[Learn More](#) →

Check-ins

[Learn More](#) →

Mentoring + Coaching

[Learn More](#) →

Goal Setting

[Learn More](#) →

August

Black Business Month (USA)

National Wellness Month (USA)

Asian American & South Pacific Islander Heritage Month (USA)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 -Review monthly Check-ins & Team Pulse responses	2	3
4	5 Summer Bank Holiday (Scotland)	6	7 Learning & Development Check-In	8	9	10
11	12 Leadership Spotlight Workshop	13 360° Feedback for Leadership Cycle Start	14 National Financial Awareness Day	15	16	17
18	19 -World Humanitarian Day -World Photography Day	20	21 National Senior Citizens Day	22	23 360° Feedback for Leadership Cycle Ends	24
25	26 -360° Feedback Review -Women's Equality Day -Summer Bank Holiday (UK)	27	28	29	30	31

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to gain insights into ongoing employee engagement levels and address emerging challenges.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

Leadership Spotlight Workshop

Highlight the importance of leadership with a dedicated workshop for employees. Engage employees in leadership-focused activities and discussions to foster transparency and collaboration.

360° Feedback Review

Evaluate and review the insights gathered from the 360° Feedback cycle for leadership.

ENGAGEDLY MODULES TO USE

360° Feedback

During the Leadership Spotlight Workshop, organize interactive sessions between the leadership team and employees. Plan and deploy a 360° Feedback cycle to gather insights about the leadership team. Leverage Marissa AI to summarize feedback reports efficiently.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

TEMPLATES AND RESOURCES

Leadership

[Learn More](#) →

360° Feedback for Leadership

Launch a 360° Feedback cycle specifically for the leadership team to gather comprehensive employee insights and feedback.

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

September

Hispanic Heritage Month [Sep 15 – Oct 15] (USA)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day	3 Review monthly Check-ins & Team Pulse responses	4	5	6 National 401(k) Day	7
8	9	10 -Grandparents' Day -World Suicide Prevention Day	11 -Learning & Development Check-In -Patriot Day	12	13	14
15	16 Skill Enhancement Workshop	17	18 International Equal Pay Day	19	20	21 World Gratitude Day
22	23 National Inclusion Week (UK)	24 National Inclusion Week (UK)	25 -National Inclusion Week (UK) -National Fitness Day (UK)	26 -HR Professional Appreciation Day -National Inclusion Week (UK) -National Voter Registration Day	27 National Inclusion Week (UK)	28 National Inclusion Week (UK)
29 National Inclusion Week (UK)	30 International Podcast Day	1	2	3	4	5

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to understand ongoing employee engagement levels. Address emerging challenges proactively to maintain a positive work environment.

Skill Enhancement Week

Promote skill development with a dedicated workshop. Encourage employees to engage in learning courses, set up development plans, or choose mentors within the organization.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms, to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

Talent Analytics

Utilize Talent Analytics to nurture and refine employees' talent, ensuring skills and competencies reach their full potential. During the Skills Enhancement Workshop, use skill tracking to help employees identify skill gaps and create Individual Development Plans (IDPs) for skill enhancement.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

TEMPLATES AND RESOURCES

Importance of analytics in Talent Management

[Learn More](#) →

Skills for the future

[Learn More](#) →

Appreciation in workplace

[Learn More](#) →

Importance of career paths

[Learn More](#) →

October

Hispanic Heritage Month [Sep 15 – Oct 15] (USA)

Breast Cancer Awareness Month

Cyber Security Awareness Month

Global Diversity Awareness Month

Black History Month (UK)

National Learning and Development Month (USA)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Review monthly Check-ins and Team Pulse responses	2	3	4	5
6	7 National Work-Life Week (UK)	8 National Work-Life Week (UK)	9 -Learning & Development Check-In -Indigenous Peoples' Day (Bank Holiday) -National Work-Life Week (UK)	10 -National Work-Life Week (UK) -World Mental Health Day	11 -National Work-Life Week (UK) -National Coming Out Day (UK)	12 National Work-Life Week (UK)
13 National Work-Life Week (UK)	14 -Columbus Day -Indigenous People's Day	15	16 National Boss's Day	17	18	19
20	21	22	23	24	25	26
27	28 Survey for Halloween activity	29	30	31 -Halloween -Deadline to file IRS Form 941 for Q3 '24	1	2

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to understand ongoing employee engagement levels. Address emerging challenges proactively to maintain a positive work environment.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms, to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

Survey 2.0

Utilize the Survey 2.0 module to gather ideas and preferences for a Halloween activity or party. Engage employees in decision-making and create a festive atmosphere within the organization.

TEMPLATES AND RESOURCES

Engagement Surveys + Templates

[Learn More](#) →

Importance of Surveys

[Learn More](#) →

Survey for Halloween

With Halloween around the corner, engage employees by creating a survey to gather ideas for a creative Halloween activity or plan a spooky and enjoyable office party. Foster a sense of community and fun within the workplace.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

November

National Native American Heritage Month (USA)

National Career Development Month (USA)

Disability History Month [Nov 16 – Dec 16] (UK)

Men's Health Awareness Month (UK)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 -Review monthly Check-ins & Team Pulse responses -All Saints' Day (UK)	2 All Souls Day
3 Daylight Savings Time Ends	4	5 General Election Day	6 Learning & Development Check-In	7	8	9 World Freedom Day
10	11 Veterans Day	12	13	14	15	16
17	18 360° Feedback Cycle 3 Launch	19	20	21	22	23
24	25 360° Feedback Cycle 3 Ends	26	27 360° Feedback Cycle 3 Review	28 Thanksgiving Day	29 Black Friday	30 St. Andrew's Day (Scotland Bank Holiday)

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to understand ongoing employee engagement levels. Address emerging challenges proactively to maintain a positive work environment.

360° Feedback Cycle 3

Plan, set, and deploy the third 360° Feedback cycle to gather insights into employee performance, skills, behaviors, and feedback areas.

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms, to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

360° Feedback

Plan, set, and deploy the third 360° Feedback cycle to gather insights and information on your employees' performance, skills, specific behaviors, and feedback areas. Leverage Marissa AI to easily streamline the summarization of 360° Feedback reports.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

TEMPLATES AND RESOURCES

Rewards and Recognition

[Learn More](#) →

AI in HR

[Learn More](#) →

Learning and Development

[Learn More](#) →

December

National Native American Heritage Month (USA)

Disability History Month [Nov 16 – Dec 16] (UK)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 -Cyber Monday -Review monthly Check-ins & Team Pulse responses	3 International Day for People with Disabilities	4	5 International Volunteer Day	6	7
8	9 Performance Review Cycle 2 Begins	10 Human Rights Day	11 Learning & Development Check-In	12	13	14
15	16	17 Performance Review Cycle 2 Ends	18 International Migrants Day	19 Year End Review	20	21
22	23	24 Christmas Eve	25 Christmas	26	27	28
29	30	31 New Year's Eve	1	2	3	4

KEY HR ACTIVITIES:

Review: Monthly Check-ins & Team Pulse

Evaluate responses from Check-ins and Team Pulse to understand ongoing employee engagement levels. Address emerging challenges proactively to maintain a positive work environment.

Performance Review Cycle 2

Kickstart the second Performance Review Cycle, focusing on setting clear expectations, providing feedback, & aligning individual goals with organizational objectives.

Year-End Review

Summarize key findings and insights from the year, reflecting on achievements and areas for improvement to inform upcoming strategic planning.

ENGAGEDLY MODULES TO USE

LXP, Growth Hub, Mentoring Complete

Leverage these modules and platforms, to monitor and optimize Learning & Development initiatives with detailed reports and interactive dashboards. Streamline processes, evaluate existing resources, and seamlessly integrate additional ones as needed for continuous improvement.

Goals 2.0

Track and analyze the progress of organization-wide goals set during the year's second half. Utilize reports to understand employee contributions and link goals for the Performance Review Cycle.

Talent Analytics

Leverage Talent Analytics to nurture and refine employees' talent, ensuring skills and competencies reach their full potential. Utilize skill tracking to help employees identify skill gaps and craft Individual Development Plans (IDP) for skill enhancement.

TEMPLATES AND RESOURCES

Year-end reviews

[Learn More](#) →

How to plan for the future (HR Checklist)

[Learn More](#) →

Beyond traditional performance reviews

[Learn More](#) →

Learning & Development Check-In

Conduct a dedicated check-in to oversee the progress and milestones of Learning & Development initiatives.

Team Pulse and Check-ins

Review responses from Team Pulse and Check-ins to stay informed about employees' engagement levels. Address challenges and provide solutions to enhance the overall work experience.

Performance Reviews

Kickstart the second performance review cycle, inviting employees and managers to rate and review performances. Use calibration to ensure fair and unbiased ratings before signing off.

CXO Insights

Empower C-Suite with CXO Insights for a comprehensive view of key data, metrics, and reports. Understand organizational performance, engagement levels, and the impact of L&D initiatives. Gain insights for informed decision-making in year-end reviews and future planning.