

Meeting Notice for Employee

Title of the Meeting

Annual Employee Review and Strategic Planning Session

Date and Time

April 20, 2025, from 9:00 AM to 4:00 PM

Location

Grand Hall, Corporate Headquarters / Virtual Link: [ZoomMeetingLink]

Agenda

- Opening remarks by the CEO
- Comprehensive review of the company's financial and operational performance over the past year
- Presentation of key projects and their impacts by department heads
- Discussion on upcoming market trends and their potential effects on our strategy
- Breakout sessions for detailed team-level goal setting and strategic alignment
- Introduction of new company-wide initiatives and policy updates
- Closing remarks and summary of the day's outcomes by the Chief Operating Officer
- Informal meet and greet to foster inter-departmental relationships

Participants

All full-time employees are required to attend. Part-time employees are encouraged to join for specific sessions relevant to their roles.

Preparation Required

All participants should come prepared with:

- A summary of their individual contributions to their department's goals
- Suggestions for improving team dynamics and efficiency
- Personal and professional goals for the next year, aligned with departmental objectives

Contact Information

Sarah Johnson, Director of Human Resources Email: sarahjohnson@example.com

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RSVP is mandatory by April 10, 2025. Please confirm your attendance mode (in-person or virtual) and any dietary restrictions for catering purposes. Additionally, ensure you have reviewed the annual report sent via email to all staff last week to facilitate informed discussions during your breakout sessions.