

Alchemy Communications: Checklists

Monthly Communication Topic: _____

Pre-Launch Checklist

- Confirm receipt of program materials
- Identify program champion
- Meet with all Supervisors to review program
- Schedule training session for employees
- Supervisors training on Coaching and Huddle Talks

Launch Checklist (space is provided to note the Alchemy courses, huddle lessons and observations used)

Week 1, Day 1

- Install posters
- Distribute Huddle Guides to Supervisors
- Schedule digital signage content, if applicable

Week 1, Day 1-7

- Conduct Alchemy training session:
- Conduct Huddle Talk - Lesson:
- Conduct Observation(s):

Week 2, Day 8-14

- Conduct Huddle Talk - Lesson:
- Conduct Observation(s):
- Schedule Alchemy training session (Month 2):

Week 3, Day 15-21

- Conduct Huddle Talk - Lesson:
- Conduct Observation(s):

Week 4, Day 22-28

- Conduct Huddle Talk - Lesson:
- Conduct Observation(s):