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CONSULTING

# Your Intranet Management
# January Toolkit

## 1 January Content Refresh Checklist

- ☐ **Update Banners:** Feature a "Welcome to 2025" or company goal announcement.

- ☐ **Spotlight Key Resources:** Link to updated handbooks, policies, or onboarding guides.

- ☐ **Highlight New Tools:** If new software or updates are launching, showcase them with tutorials or quick links.

- ☐ **Employee Kudos:** Create a visible space to recognize achievements from Q4 or the holiday season.

## 2 Engagement Campaign: "New Year, New Goals"

- **Survey Idea:** "What's one thing you'd like to see improved on our intranet in 2025?"

- **Poll Idea:** "What's your top professional goal for the year?"

- **Challenge Idea:** Encourage employees to update their intranet profiles with new goals or fun facts about their year ahead.

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## **3** Templates for Your Intranet

- **January Announcements:** Pre-written text for sharing company goals and intranet updates.

- **CMAD Graphics:** Ready-to-use banners to celebrate Community Manager Appreciation Day.

- **Spotlight Employee Success:** A template to showcase a standout employee or team accomplishment.

## **4** Tools for Ongoing Success

- **Analytics Tracker:** A spreadsheet to monitor search queries, engagement trends, and login rates.

- **Quarterly Planner:** A template to schedule content updates, campaigns, and reviews.

- **Feedback Form:** Use this simple form to collect employee suggestions about the intranet.