

TALKING TO MANAGEMENT

The Basics

As an ETC, you may not have the authority to make changes to workplace facilities and policies or even to send company-wide emails. This leaves you with the difficult but important task of getting management to buy into reward programs, sponsored bus passes, and flexible scheduling. Having the permission, the vocal support, and leadership of management will help make your programs a success.

How to Start

The most important things to remember when asking for management approval of a proposal is to be well-prepared with:

- A concise list of ways the company will benefit from your program and
- Responses to potential questions or concerns they may have.

We have compiled a general list of benefits you can draw from when creating your communication to management, which you can tailor to specific policy or facility requests.

Persuasion Tips

Here are some additional suggestions for winning management support:

- Be specific in what you are asking for and what the costs may be.
- If you are proposing a new policy, bring examples of what it might look like.
- Propose a potential timeline for steps involved in creating and launching the program.
- Tailor your communications to the needs and challenges of your company, and the results of your employee survey.

- Mention competing companies with similar programs.
- Demonstrate enthusiasm!
- Ask for feedback and suggestions.
- Secure a clear commitment to the project.

Following Up

Once you've gotten management support, make the most of it! Ask your manager to:



- Publicly declare their support in a memo (you can draft a sample company memo), newsletter, or company meeting.
- Take part in training or promotional events for your initiative.
- Participate in the program themselves and lead by example.

Make sure you are monitoring your progress and filling management in on your successes!

Quick Access Links

[Surveys and Assessments](#)

[Flexible Schedules](#)

[Rewards & Recognition](#)

[Sample Emails](#)

[Resource Documents](#)

[Employer Spotlight](#)

[Group Pass Program](#)

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