

DIS Programs



2017 Schedule of Activities (DIS Programs)

NAME	Description	Date
DIS Aspire	Employee Rewards & Recognition	Quarterly: Every 2nd Month of the Quarter (2nd Friday)
DIS Cares	Outreach Program	Semi-Annual Q2 – Q4 3 rd Month of the Quarter
DIS Careers	School Partnership Activities	Semi-Annual Q1 and Q3 3 rd Month of the Quarter
DIS Digerati	DIS MFConnect Community	Quarterly: Every 1st Month of the Quarter (1 st Friday)
DIS Motivate	Valentines Day Sportsfest Team Building Year-End Party	Quarterly: Every 2 nd Month of the Quarter



2017 Schedule of Activities (DIS CAREERS)

DIS CAREERS		
NAME	Description	Date
Career & Job Expo	A networking event for those starting out or starting over <ul style="list-style-type: none">➤ Student → Intern➤ Fresh Grad → FTE➤ External Candidate → FTE	Q1 – March 2016
DigiThink Quiz Bee	Quiz Bee Show Selected School Partners	Q3 – September 2016



2017 Schedule of Activities (DIS ASPIRE)

DIS ASPIRE		
NAME	Description	Date/Frequency
Kudos Awards	Recognize employee's work posted by clients/ BU in MBPS IS Recognition SharePoint	Monthly- 1 st week
Submission of Aspire Nominees	Selection and nomination process of employees contribution that going above and beyond the normal expectation.	1st month of the quarter - 1st week of the month
Aspire Nomination	Selection and nomination process of employees contribution that going above and beyond the normal expectation.	1st month of the quarter - 2nd week of the month
Town Hall Preparation	Planning and requesting required expense for the event and awarding.	1st month of the quarter- 3 rd - 4 th week of the month
Quarterly DIS Town Hall	DIS Operations Reviews/ Highlights and Awarding of individual and team achievement.	Quarterly Q4 FY16 February 10, 2017 Q1 FY17- May 12, 2017 Q2 FY17- August 11, 2017 Q3 FY17- 2 nd week of December 2017(will held on Christmas Party)

Questions?



Appendix A: Kudos Process Cycle

Kudos Process Cycle			
Activity	BD	Date/Frequency	Owner
Collecting Kudos entries in ASPIRE page	-	Every end of the month	Cyren and Yerrick
Sending notification asking for validation	1	1st week of the month	Cyren and Yerrick
Submission Kudos validation/approval	3		All Leaders
Follow up	1		Cyren and Yerrick
Filtering validated kudos list	5	2nd week of the month	Cyren and Yerrick
Create Budget Proposal/ approval			Cyren/Yerrick/Denmar
Submission of CA/approval			Cyren/Yerrick/Denmar
Claiming CA	15	4th/5th week of the month	Cyren and Yerrick
Distribution of GC's	5		Cyren and Yerrick
Expense liquidation	-	1st week of the month	Cyren and Yerrick



Thank you



We operate as John Hancock in the United States and Manulife in other parts of the world.