

## SEIZE AN OPPORTUNITY

### SUBMITTER INFORMATION

First Name _____	Last Name _____
Email Address _____	Work Phone _____

### IDEA BASICS

Idea Name _____	
Division _____	Location _____
Market Opportunity _____	
Proposed Solution _____	
Risks _____	
Competition _____	
Assumptions _____	

## BENEFITS AND OUTCOMES

Please fill out at least one quantitative benefit.

<b>Supplies Saved</b>	\$ per year	<b>Time Saved</b>	hrs per year
<b>Cost Saved</b>	\$ per year	<b>Improve Safety</b>	fewer events per year
<b>Revenue +</b>	\$ per year		

**Any other business benefits?** \_\_\_\_\_

**How should this be implemented?** \_\_\_\_\_

## SUPPORTING DOCUMENTS

Please attach or paste any additional documentation you think might be helpful for understanding your idea.

**Pasted attachments** \_\_\_\_\_

## THANK YOU FOR YOUR SUBMISSION

Thank you for your idea submission. Someone will be in contact you on the status of your submission later. If you would like to track your submission, submit it digitally, collaborate on other ideas, and more, please ask your employer to sign up for Vocoli.

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Visit [www.vocoli.com](http://www.vocoli.com) to streamline this process with an online suggestion and innovation platform.

# 10 Tips for Implementing Employee Suggestion & Innovation Programs

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Employees are your best source of workable ideas. They know how to put the customer first and help you get back to the basics. Employee suggestion programs give your team a voice and increase participation.

## 1. MARKETING THE PROGRAM

Your program can't be successful if no one is participating. Make sure employees understand how the project works.

## 2. MATCH YOUR ORGANIZATION'S CULTURE

Create flexibility and design programs to fit particular missions and objectives. Get management buy-in early to ensure success.

## 3. ENCOURAGE CREATIVITY

Empower your employees to be creative and take risks with their ideas.

## 4. BE SMARTER, BETTER, FASTER

The goal of the program is to save costs, boost efficiency, and uncover best practice solutions. Keep track of what's changing in your industry.

## 5. COLLABORATE AND ENGAGE

Develop more articulate and insightful ideas through collaboration without criticism.

## 6. GIVE TIMELY FEEDBACK

Keep the process moving, stay in communication with the submitters, and involve experts on the viability of the ideas.

## 7. APPROVE AND IMPLEMENT

Determine how approval happens, whether its a manager or a council, and have a defined implementation process.

## 8. MEASURE RESULTS

Measure results to understand your successes or setbacks.

## 9. REWARD AND RECOGNIZE

Whether your culture offers prizes or recognition, help employees understand the importance and impact of their ideas.

## 10. REVIEW PROGRESS

Focus on ongoing promotion and publicity for improving the next round of ideas.

