



TEXAS MUNICIPAL RETIREMENT SYSTEM

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TIPS FOR SUCCESSFUL TMRS EMPLOYEE ORIENTATIONS

Correspondents have asked TMRS representatives for suggestions on how to prepare for successful and well-attended TMRS employee orientations. At the same time, TMRS wants to use our limited human and financial resources to have the most positive effect on members' education. The following are some of the tips that we've picked up while visiting TMRS cities:

Planning the Presentation:

- ❖ Set clear objectives on what the city would like to accomplish with the program.
- ❖ Give the presentations as part of the employees' annual benefit enrollment process.
- ❖ Have employees who wish to attend seminars sign up in advance; or
Require all employees to attend the TMRS presentations.
- ❖ Arrange for the TMRS representative to go to the employees' workplaces to give the presentations.
- ❖ Consider combining presentations for neighboring cities at a single location.
- ❖ If the presentations are at the employees' workplace, schedule presentations when shifts are coming to work or leaving work.
- ❖ Encourage employees to come up with questions about the TMRS plan before the meetings.
- ❖ Remain flexible. Combine presentations and redo schedules as expected attendance numbers are developed.

Promoting the Presentation:

- ❖ Encourage department heads and supervisors to remind employees the day before the meetings.
- ❖ Place fliers that promote the TMRS presentations in high traffic areas of city buildings.
- ❖ Place announcements or reminders of the presentations in employees' paycheck envelopes.

Should you have additional tips, we would like to add them to this list. Please contact David Rodriguez, Membership Development Manager at 1/800 924-8677 or e-mail him at phonecenter@tmrs.com.

Special thanks to the Cities of Plano, Harlingen, Jersey Village, Woodway, Edinburg, Euless, Allen, Rockwall, and Tyler for contributing these suggestions!