



INSTITUTE *for* INTERNAL
COMMUNICATION *Africa*

EMPLOYEE SPOTLIGHT

DECEMBER EDITION

EMPLOYEE SPOTLIGHT – DECEMBER EDITION

This template is more than a fun feature. It is a strategic internal communications tool that assists organisations close the year with stronger connection, morale and engagement. An easy high impact way for internal communication professionals to highlight their achievements, share personal stories and end the year on a warm and positive note.



NAME:

JOB TITLE:

DEPARTMENT:

1. What do you enjoy most about your role?

ANSWER:

2. What's one thing your colleagues would be surprised to learn about you?

ANSWER:



3. What's a project or achievement you're proud of since joining the organisation?

ANSWER:

4. What motivates you at work?

ANSWER:

5. Your go-to coffee or snack at work:

ANSWER:

6. My favorite quote or mantra:

ANSWER:

7. Outside of work, you will find me:

ANSWER:

8. Favourite holiday treat:

ANSWER:

9. Your wish for the team for 2026:

ANSWER:
