LEARN

gather information about your employees (ideas, values, wants, preferences, needs)
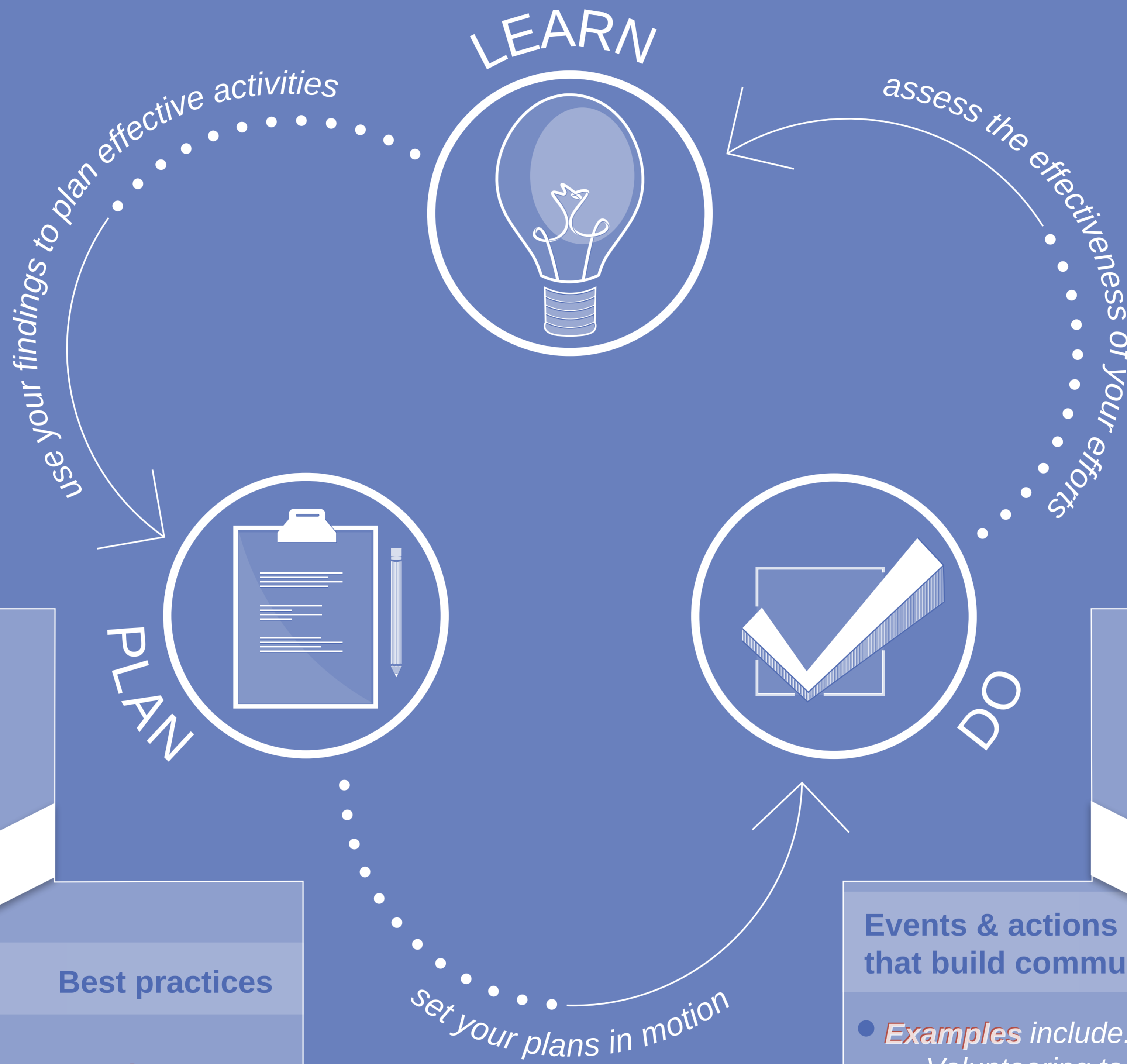
Before you start planning...

- *Seek* community building ideas & interests from your staff
- *Assess* employees for behavioral styles & values to gain an understanding of the collective team
- *Survey* employees to understand how to engage them.

After your activity or event...

- *Provide* an *ongoing* vehicle for feedback & suggestions (e.g., a suggestion box)
- *Ask for feedback* after events & activities, this knowlege will be a helpful resource in the planning of your next events & activities

Tips & technology

- *Implement* the use of a platform (such as Officevibe) to more efficiently & effectively gather feedback

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LEARN

use your findings to plan effective activities

assess the effectiveness of your efforts

PLAN

DO

set your plans in motion

PLAN

prepare, organize, coordinate

Best practices

- *Seek* planning committee volunteers to ensure *employee ownership*. This will also turn the planning process into an additional avenue for community & relationship building

- *Discuss* event/activity *parameters & goals*. Should it include everyone or just those interested in certain events? Is there a desired business outcome? (eg, integrating new hires)

- *Define* what you can and cannot reasonably do based on your business constraints. Know your budget, your limitations, etc These should be established and considered up front.

- *Maximize* the impact of your efforts through thoughtful planning.
  - Planning to fit activities into the workday will increase the number of willing participants.
  - When planning mealtime events, make sure to provide food.

- Activities designed for the whole team should be *accessible for the whole team* (if having an ice cream social, provide options for lactose intolerant & dieting employees)

DO

take action

Events & actions that build community

- *Examples* include:
  - Volunteering together in your community
  - Holding an offsite meeting that includes a fun activity
  - Hosting pot luck breakfasts, lunches or sports outings
  - Paired activities with a specific assignment (get to know someone better over lunch, for example)
  - Celebrate key events (such as birthdays, work anniversaries, accomplishments, etc.)

Tips & technology

- *Ensure* leadership involvement; community means all employees

- *Invite employees' families* when appropriate. Their presence may relax your team, & encourage friendships between families

- Encourage *collaboration, not competition* – *plan activities* that encourage participants to solve a problem together to develop teamwork

- *Use online* community building *tools* (such as Slack) to share news & maintain connectivity.