Installation Management Command, G9
Child & Youth Services Headquarters
2455 Reynolds Road, Building 2266
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MORALE BOOSTER GUIDE

"CYS Professionals: Where Passion Meets Purpose"

Notes:

Notes:

FOREWORD

Not every workspace has the opportunity to meaningfully and directly impact individuals in a way that makes their lives tangibly better. At CYS, we do this every day in our interactions, not only with the children in our care and their Families, but with each other, our fellow employees.

This handbook has been created as a guide to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges.

Through creativity, fun and recognition our goal is to help enhance the lives of our employees and to show that each one has valuable talents and abilities.

If we do our job well, we'll create something that matters as much to them as it does to us, and all of our lives will be better for it.

MAKE
ORDINARY
RESPONSIBILITIES
ALL
LEAD TO
EXTRAORDINARY

We have an opportunity that is rare. Let's make the most of it together.

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TEAM FACEBOOK PAGE ACTIVITY

Reason for activity: Communication, Team Building, Recognition

Description of activity: Create an Invite-only page. We can celebrate birthdays, graduations, weddings and babies.

Jokes can be told, funny memes posted and training information, etc. shared. All postings reviewed by page administrators.

Supplies Needed: Cell phone, Computer

Duration: On-going

Notes:

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GUIDANCE

All Child and Youth Services (CYS) Programs, can utilize this easy to use guide as a resource to provide daily, weekly, monthly and quarterly morale support for CYS staff. The use of this reference guide and the contents there in will improve workplace morale, provide professional development and assist with recruitment and retention of employees. The activities within this guide may be modified for use in all CDC, SAC and MST as well as other CYS programs. Once an activity is started, please make sure it is carried out to completion. All activities are purely voluntary and in no way mandatory and are designed to be modified to include everyone.

The following themes are used to denote each section by color:

- **Special Days/Weeks-Purple**
- **Appreciation-Yellow**
- **Recognition-Green**
- **Events-Pink**
- **Competitions/Contests-Orange**
- **Team Building-Blue**

MANAGEMENT TEAMS IN CLASSROOMS ACTIVITY

Reason for activity: Morale Building-Staff Support

Description of activity: Trainers and Management Team members spend time in the classrooms, giving breaks, completing observations, being an extra set of hands, being visible in hallways, greeting and listening to staff

Supplies Needed: Time

Duration: Daily, Weekly, Monthly, Quarterly

Notes:

STAFF MEETINGS ACTIVITY

Reason for activity: Training-Communication-Team Building

Description of activity: Schedule a two hour meeting, but one hour is housekeeping notes or Training. The other hour is Team Building. Do Scavenger Hunts, dance class, dress ups, contests, door prizes etc.

Supplies Needed: Dependent upon theme or activity

Duration: Monthly, Quarterly

Notes:

SPECIAL DAYS/ WEEKS

BIRTHDAY BASH ACTIVITY *(ALL STAFF AND CHILDREN)*

Reason for activity: Let your staff know how much you appreciate them by remembering their special day!

Description of activity: One day per month put up banners and decorations and have a celebratory snack for all staff and children who have a birthday that month.

Supplies Needed: Ribbons, butcher paper, markers, Ice Cream and Birthday Crowns

Duration: 1 day per month, 12 months per year

Notes:

SUPPORT TEAM ACTIVITY

Reason for activity: Communication-Feedback-Relationship building

Description of activity: The core support team meets monthly and consists of fifteen (15) members from various CYS programs. The team will gather written program feedback and deliberate with the group on how to best support the employee(s). Feedback will be provided within a few days.

Monthly, in an effort to build morale, the support team will choose a facility to relieve employees, giving them a break from the classroom. During that break, the employee is able to enjoy a refreshment with a coworker.

At larger CDC's employees are not able to regularly network, so this time allows for relationship building

Supplies Needed: Meeting Space and refreshments

Duration: Monthly

Notes:

MENTORING ACTIVITY

Reason for activity: Providing leadership opportunities

Description of activity: Organize and facilitate groups such as "So you want to be a Lead", Assistant Director, etc.

Supplies Needed: None

Duration: Monthly, Quarterly

Notes:

SPIRIT/THEME DAY ACTIVITY

Reason for activity: Let the fun begin with Spirit Days or Spirit Week. Build that team camaraderie by laughing together at the crazy attire that your teams wear. Pick a week, Fridays for a Month or every first Friday
**Proper CYS Loss colors must still be represented as in red, green or blue shirt/ smock/belt*

Description of activity:

Pajama Day
Backwards Day
Upside-Down Day
Polka-Dot Day
Staff dress up days *(decades, hat day, crazy socks, superheroes, Dr. Seuss, etc.)*
Wacky Wednesday *(raffle to switch jobs for a day)*
Fun First Friday *(dress down – appropriate attire)*

Supplies Needed: A Good Imagination

Duration: 1 - 5 Days

NOTES:

STAFF BIRTHDAY ACTIVITY *(INDIVIDUAL)*

Reason for activity: Let your staff know how much you appreciate them by remembering their special day! Make it personal.

Description of activity: Give staff a card, cake and/or a small gift and recognize their big day via intercom/walkie or at a staff meeting.

Supplies Needed: Card, cake and/or a small gift

Duration: 1 day per each team member

Notes:

PROFESSIONAL DEVELOPMENT ACTIVITY

Reason for activity: Career Support and Development

Description of activity: Invite experts in areas like resume writing, Educational Opportunities, and financial speakers to meetings to assist with career goals or allow employees to conduct presentations/trainings to highlight their skills and develop public speaking

Supplies Needed: Planning and Coordination

Duration: Quarterly

Notes:

CHAT WITH THE CHIEF ACTIVITY

Reason for activity: Awareness, Communication

Description of activity: Our Chief acknowledges that, for an organization to prosper everyone must understand we are one team, with one vision and one goal. With that motto in place, no employee feels better than the next, but that we all contribute to the organization.

Quarterly, Managers and Trainers meet together with the chief to discuss what can be done to make the organization better.

The results of Chat with the Chief includes meeting the needs of employees, creating stronger onboarding, constructing new manager resources and creating new outreach programs. This type of group also encourages managers and trainers to network and have organizational buy in

Supplies Needed: None

Duration: Quarterly

Notes:

SINGING TELEGRAMS, CANDY GRAMS OR FLOWER DELIVERY ACTIVITY

Reason for activity: Build esprit de corps. Show appreciation for staff, let off steam and have fun!

Description of activity: Have staff buy singing telegrams (maybe $5). Have an employee (same one or rotate, but Manager's should participate)! Dress up in a funny costume, go into the room and sing a funny song to the staff member. Use $ to have a staff party. You might need a naturally outgoing individual to start this one off, but as it becomes the norm in your facility, more people will want to participate.

Supplies Needed: Nothing if singing, but you can deliver flowers, candy or a card. Get creative!

Duration: Set aside maybe 15-30 minutes once a month, or every other week. If it becomes more popular, consider once a week.

Notes:

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COFFEE TALK ACTIVITY

Reason for activity: Communication

Description of activity: Weekly 30 minutes to an hour "meeting" in an open forum format. Employees and Managers can discuss practices they would like to implement or current concerns with the program(s).

Coffee talks allow every employees' voice to be valued, as it further elicits employee stakeholder ship within the organization.

Supplies Needed: None

Duration: 30 Minutes Weekly

Notes:

MAKING WORK, WORK ACTIVITY

Reason for activity: Training

Description of activity: One week per month for thirty (30) hours, Facility Directors and Training Specialists collaborate with the EAP (Employee Assistance Plan) to formulate training that promotes a positive workplace. Eight employees per month will be selected from various programs to participate. Over time, every employee will attend this training.

The course is thirty (30) hours in length and runs Monday-Friday. During the duration of the course, on alternating days, six (6) Trainers and six (6) Directors present the content from the book "Making Work Work" in a fun and engaging manner. The positivity training promotes networking, a mindset to improve professionalism, teamwork, leadership skills at every echelon and the passion to influence positive change.

After the course, Administrators and the Lead Training Specialist, meet with each cohort to see how they have implemented the acquired knowledge in the workplace. From there, one employee from each cohort is invited back to the training to brief the following class on how the training has influenced their program.

Supplies Needed: Advanced planning

Duration: 1 Week per Month

Notes:

APPRECIATION

FILL THE BUCKET ACTIVITY

Reason for activity: Show staff that you appreciate them by filling their buckets.

Description of activity: Boards or buckets outside each classroom. Parents and/or staff can put notes in the bucket or on the board about something good they see staff do!

Supplies Needed: Poster board or bulletin board or buckets hung on the wall. Sticky notes or notecards (in fun shapes if you wish!) Markers

Duration: 1-30 days

Notes:

STAFF HUDDLES ACTIVITY

Reason for activity: Communication

Description of activity: 9@9 for Leads and Management (CDC)
10@10 for Management Teams (including Trainers)
1400 Huddle-SAC Staff
1500 Huddle-Youth Center Staff
Dedicated daily/weekly time to for meeting and disseminating information

Supplies Needed: None

Duration: Daily/Weekly

Notes:

"WHERE YOU BELONG" COMMITTEE ACTIVITY

Reason for activity: Team work

Description of activity: Have staff come up with fun and unique morale boosting activities and ideas. Meet monthly, take notes and have the goal of coming up with at least one new morale booster per meeting.

Supplies Needed: Meeting log book, paper, pens, chart paper and markers

Duration: Monthly

Notes:

SUNSHINE SQUAD/FUN COMMITTEE ACTIVITY

Reason for activity: A fun way for your facility to come up with creative ideas to increase morale among your staff

Description of activity: Squad will create fun, thrifty and unique morale boosting activities and ideas as well as plan events for staff gatherings (i.e., Valentine's Day cards for all)

Supplies Needed: Creative minds, pen and paper for notes

Duration: Time for group to meet regularly. SAC/YC staff support to help get CDC staff out to be part of the squad. Meet monthly, allowing staff at least 1 hour per month during work hours (in lieu of regular planning time)

Notes:

NEW EMPLOYEE ORIENTATION ACTIVITY – WELCOME ABOARD!

Reason for activity: Employees feel empowered in their new roles and meet key leadership in the organization.

Description of activity: New employees feel a part of the organization as soon as they onboard through meeting their support team sponsor, trainer, facility director, administrator and chief within their first 24 hours of onboarding. During the onboarding process, a designated onboarding trainer provides a wealth of information to the new employee and answers any questions the employee has about the program. Employees receive an onboarding personalized welcome letter from the Chief and CYS apparel.

Supplies Needed: Welcome letters, CYS apparel

Duration: One time for existing staff, then individually for each new staff member

Notes:

FIELD TRIPS ACTIVITY

Reason for activity: Change of scenery

Description of activity: During the pandemic, you can go for socially-distanced hikes or bike rides or picnics.

After the pandemic, go to fests, start a sport team, visit a city, go bowling, do a river cruise, have a BBQ, movie night, dinner at a restaurant, etc... Change the activity each month and have staff vote on what activity they would like to see next month.

Make sure all staff know that participation is COMPLETELY VOLUNTARY and there is no penalty nor reward for attendance or participation, it's just a fun opportunity for the group to get together outside of work.

These types of activities can be extended to be group outings with Families in attendance as well
*Can be Field Trips to other CYS or MWR facilities- to get new ideas or market programs

Supplies Needed: Creativity, planning and communication

Duration: Monthly

Notes:

MUSIC ACTIVITY

Reason for activity: Sets tone for the building

Description of activity: Play music at the front entry way of building or lobby at pick up time

Supplies Needed: Phone, speaker, play list or boom box

Duration: Pick up time

Notes:

POSITIVE LIFE AND ENCOURAGEMENT CARD JAR ACTIVITY

Reason for activity: Sometimes we all need a quick pick me up

Description of activity: Jars are strategically placed around the center (Staff Lounge, Staff Closets). Employees are able to pick card from the jar that contain positive and encouraging words.

Supplies Needed: Note cards and pens, positive encouraging or affirming quotes and small jars

Duration: 1-30 days

Notes:

CO-WORKER APPRECIATION LIST ACTIVITY

Reason for activity: To build up staff and help them to appreciate each other

Description of activity: Employees are asked to describe the selected employee with one word. A scroll is created with the title "Your Co-workers are a Sucker for you" and the words listed. Wrap the scroll with a nice bow, stick a sucker on it and give it to the employee.

Supplies Needed: Paper, markers, ribbon, suckers

Duration: 1 day per employee

Notes:

ICE CREAM PARTY ACTIVITY

Reason for activity: Show Staff appreciation in a fun way

Description of activity: Spontaneous ice cream with "all the fixings" during lunch or break time

Supplies Needed: Ice cream, bowls or cups, spoons, toppings

Duration: 15-30 minutes

Notes:

TOGETHER FRIDAY DRESS DAY ACTIVITY

Reason for activity: Staff enjoy seeing each other looking the same or in some case recognizing who their fellow staffers are.

Description of activity: All staff within CYS wear T-shirts on Friday which symbolize togetherness. Local area can decide if it's just the same color and shirts with encouraging message. If this isn't fully possible/costly, you can just wear CYS shirts. Underlining meaning/message is togetherness. Decision can be as to whether it differs in color for various age group (i.e. CDC, SAC, or MST). *Proper CYS Loss colors must be represented as in red, green, or blue shirt/smock/belt

Supplies Needed: T-Shirts purchases

Duration: Once a month

Notes:

WEEKLY DRAWING ACTIVITY

Reason for activity: Fun!

Description of activity: Every Friday the Director plays a few seconds of lively music over the intercom, and then draws a name for a staff member to receive an inexpensive treat

Supplies Needed: Music, intercom, raffle tickets or cards w/ staff names on them and "treats"

Duration: Every Friday

Notes:

HOT CHOCOLATE BAR, WAFFLE BAR, ETC. ACTIVITY

Reason for activity: To offer a "sweet" incentive to boost morale

Description of activity: Set up your choice of food in the staff lounge so that staff can enjoy during their breaks

Supplies Needed: Food, plates, bowls, cups, utensils, clean lounge

Duration: As needed

Notes:

MORNING RALLY ACTIVITY

Reason for activity: Sets the tone for the day-Communication

Description of activity: At the start the day, bring your team together to go over the plan for the day and distribute daily information. A short 15-20 minute meeting gets everyone on the same page, is an opportunity to listen to room concerns and starts the day out on a positive note. Consider ending the rally with a chant or cheer. Keep it positive!

Supplies Needed: None

Duration: 15-20 Minutes

Notes:

MORNING RALLY/POW WOWS ACTIVITY

Reason for activity: Informs staff of the day's agenda. Increases communication throughout the facility. Makes staff feel part of the big picture.

Description of activity: While getting ready to start the day, bring your team together to go over the plan for the day. Distribute daily information. A short 15-20 minute meeting gets everyone on the same page, is an opportunity to listen to room concerns and starts the day out on a positive note. Consider ending the rally with a chant or cheer. Keep it positive.

Supplies Needed: Daily schedule, call outs, and information.

Duration: No more than 20-30 minutes. You don't want to short staff the rooms.

Notes:

ACCREDITATION RALLY ACTIVITY

Reason for activity: To support programs/staff going through accreditation visits. To build them up and show we are all behind them.

Description of activity: Take goodies, positive signs and cards to centers going through their visits. Set up in the staff lounge.

Supplies Needed: Snacks, drinks, posters, cards and decorations.

Duration: As needed for 1-3 days during each center's accreditation visit

Notes:

APPRECIATION TREE/WALL/BOARD ACTIVITY

Reason for activity: To show support and appreciation for the staff for a job well done

Description of activity: Employees, children and parents put notes, cards or other items on a tree (or wall or board) to show how much they appreciate staff

Supplies Needed: A tree (paper on the wall or an artificial one, get creative!) or designated a wall or create a board

Duration: Ongoing

Notes:

TEAM BUILDING

FRIENDLY COMPETITIONS ACTIVITY

Reason for activity: Teamwork, working toward a common goal

Description of activity: Within each program (or between centers), weight loss, yoga, line dances, badminton or wiffleball, lip sync, talent competitions, etc.
Guess how many children we are going to have that day for a small prize
Door Decorating contest

Supplies Needed: Planning, prizes

Duration: Weekly, Monthly, Quarterly

Notes:

GETTING TO KNOW YOU - STAFF SURVEY ACTIVITY

Reason for activity: To find out the ways that staff want to be recognized, builds staff connections and morale

Description of activity: Create a staff form/survey and ask staff to fill it out to determine how each person prefers to be recognized. They should include various quirky things about themselves. Manager pick out things to appreciate staff based on their lists.

Supplies Needed: Survey

Duration: Weekly as new employees come onboard

Notes:

SNACK ATTACK ACTIVITY!

Reason for activity: To provide snack and/or drink purchase options for employees

Description of activity: Breakroom is stocked with snacks/drinks and a deposit canister where funds are used to replenish snacks

Supplies Needed: Snacks/drinks and canister for depositing funds to purchase additional snacks/drinks

Duration: Ongoing

Notes:

RAFFLES AND LOTTERIES ACTIVITY

Reason for activity: Fun

Description of activity: Draw a name each Friday from all the staff who meet a certain requirement (turn in lesson plans on time, conduct parent meetings, enters observations into TS Gold, etc..) and give them an award (59 minutes, extra planning time, a candy basket, sash and tiara). Announce the winner over the intercom weekly. Make a show out of it.

Supplies Needed: Prizes

Duration: Weekly, Monthly, Quarterly

Notes:

SPORTS ACTIVITIES

Reason for activity: Comradery, team building, fitness

Description of activity: Start a facility softball, volleyball, soccer, kickball, tug-of-war team or bowling league. You can get together to practice once a week and you can contact Unit Level Sports for tournaments/games, or challenge your fellow facilities into starting a team for CYS bragging rights.

Supplies Needed: Sports equipment

Duration: Weekly, Monthly

Notes:

WOW (WORDS OF WONDER – WISH ONLY WELL) NOTEBOOK ACTIVITY

Reason for activity: To get staff to appreciate one another

Description of activity: Pass a notebook around the center. One employee writes down something to WOW another employee and so on.

Supplies Needed: Notebook

Duration: As long as needed to ensure all staff are recognized

Notes:

Notes:

TRIVIA ACTIVITY

Reason for activity: Fun friendly competition

Description of activity: Ask trivia questions can be random or a certain theme or topic. Example: Dr. Seuss, Sports, Harry Potter, music

Supplies Needed: Small prizes such as candy, dollar store items, classroom or office supplies and bragging rights!

Duration: Variable

Notes:

SCAVENGER HUNT ACTIVITY

Reason for activity: Fun friendly competition and morale booster, get staff excited to come to work

Description of activity: Hide an object somewhere in the center. The person who finds the object gets a prize (59 minutes, a candy bar, a crown, etc.) and gets to re-hide the Item for the next day, week or month.

*modify to teach about inspection tools, find inspection deficiencies
*modify to a photo scavenger hunt

Supplies Needed: An object to hide and a prize

Duration: Contest is ongoing, but staff search on their own time. Set time aside to announce winner at staff call or over the intercom.

Notes:

CHEERS FOR PEERS ACTIVITY

Reason for activity: Staff can celebrate each other, building appreciation and admiration by recognizing hard work and excellent caregiving. Create esprit de corps within facility.

Description of activity: Put up a nice, themed, decorated bulletin board with a pen and sticky notes (or custom designed slips) next to the board. All staff can leave a "cheer for their peers" on the board. Anyone can say anything nice about any other staff (have management team start and post regularly to encourage participation). Have admins collect "cheers" and have the cook read them over the intercom on Fridays. Involve the whole team. You'll get more and more "cheers" as it become part of the culture.

Supplies Needed: Cork or dry erase board and sticky notes or custom-designed slips
Themed/decorated bulletin board with a pen, sticky notes or custom design slips next to the board

Duration: Ongoing

Notes:

COMPETITIONS AND CONTESTS

Notes:

TOTALLY TERRIFIC TEACHER/TEACHER OF THE MONTH ACTIVITY

Reason for activity: Recognition opportunity, give praise and build esteem.

Description of activity: Make sure it's fair. Have staff and management vote. Make a professional display board in the front lobby where the teacher's picture hangs. Announce the teacher of the month/quarter at your staff call and have them come up, receive applause from their peers and make a fun short speech. It may be awkward the first couple of times, but once it's part of your culture, people will expect it. Don't let it fall behind.

Supplies Needed: Board or frame posted in the lobby or break room where it will have maximum visibility

Duration: Take time during staff call, maybe 10 minutes

Notes:

WORKAVERSARY CELEBRATION ACTIVITY

Reason for activity: To highlight and celebrate the month that CYS staff in-processed at your installation

Description of activity: Staff are invited to participate by filling out a simple questionnaire that asks a few questions that highlights where they work, what brings them joy in their work, and 1 personal thing about them. (This questionnaire is sent out a few weeks prior to their EOD month) The information is then formatted into a template along with a photo of the employee. Staff are asked to give permission to post their information on our CYS Facebook page as well as our CYS staff Facebook group page. With permission we then schedule the posts throughout the month on our social media sites. You can also print and post in the various programs.

Supplies Needed: Questionnaire, someone to format into a template and post on social media sites.

Duration: Every month for as long as you want to continue

Notes:

STAFF APPRECIATION QUARTERLY EVENT ACTIVITY

Reason for activity: Staff appreciation

Description of activity: Quarterly staff events give staff and management opportunities to connect. At the end of each calendar year quarter, plan a staff event that incorporates teamwork, creativity, and competition. Events in the past have included a photo scavenger hunt, cupcake wars, and nerf battles. Staff are encouraged to brainstorm event ideas and help plan. During the event we conduct a raffle using the names from the employee of the week and we announce the Employee of the Quarter.

Supplies Needed: Customized for theme or nature of event

Duration: Quarterly

Notes:

5 O'CLOCK RENDEZVOUS ACTIVITY

Reason for activity: FUN!

Description of activity: Dance party in the boss's office or other selected room with employees (no absence, outstanding evaluations), impromptu music and karaoke fun in the afternoon with scarves, balloons and bubbles

Supplies Needed: Music, balloons, bubbles, scarves

Duration: Once a week or more often if you choose

Notes:

CAUGHT IN THE ACT ACTIVITY

Reason for activity: Acknowledgment for going the extra mile

Description of activity: Employees caught in the act having noteworthy interactions with children receive a coin that says, "You make a difference." The employee can then cash in the coin for either a breakfast or lunch provided by the trainer or manager.

Supplies Needed: "You make a difference" coins

Duration: Ongoing

Notes:

CAREER MILESTONE CELEBRATION ACTIVITY

Reason for activity: To celebrate and encourage employees to pursue a career and continue their education

Description of activity: Foundation level employees receive a certificate when they complete entry and foundation level training. They are celebrated during staff meetings to encourage pride in their professional journey with CYS.

Supplies Needed: Certificates

Duration: Ongoing as staff complete training

Notes:

RAFFLES AND/OR LOTTERIES ACTIVITY

Reason for activity: Make work fun so staff want to come to work. Creative way to reward activities staff should be doing.

Description of activity: Draw a name each Friday from all the staff who meet a certain requirement (turn in lesson plans on time, conduct parent meetings, enters observations into TS Gold, etc...) and give them an award (59 minutes, extra planning time, a candy basket, sash and tiara). Announce the winner over the intercom weekly. Make a show out of it!

Supplies Needed: Prize. Some way to enter them in the raffle.

Duration: 10 minutes once a week to announce winners.

Notes:

TEAM DAY/NIGHTS OUT ACTIVITY

Reason for activity: Builds esprit de corps, build and strengthens personal relationships. Builds trust and understanding among staff.

Description of activity: During pandemic you can go for socially distanced hikes or bike rides or picnics. After the pandemic go to fests, start a sport team, visit a city, do a river cruise, have a B-B-Q, movie night, dinner at a restaurant, etc... Change activity each month and have staff vote on what activity they would like to see next month. Make sure all staff know that participation is COMPLETELY VOLUNTARY. No one has to attend and no one will be rewarded or penalized based on participation. It's just a fun opportunity for the group to get together after work. Consider allowing Families to attend.

Supplies Needed: None

Duration: Consider giving time for a "Fun Committee" to meet for ½ - 1 hour per month to come up with ideas. Could all be done outside of work hours?

Notes:

CYS RECOGNITION PROGRAM ACTIVITY

Reason for activity: To recognize staff longevity and achievements

Description of activity: Keep up with staff banner pins and patches. Give out additional pins for 100% attendance, curriculum king/queen, Cheerleader, etc.

Supplies Needed: Pins for various occasions

Duration: Ongoing

Notes:

EMPLOYEE OF THE WEEK ACTIVITY

Reason for activity: To recognize employees

Description of activity: At weekly management meeting an employee of the week is chosen using input from all program managers/trainers. This person is recognized with an accompanying statement detailing the reason they were chosen that is sent to all CYS staff.

Supplies Needed: Paper/Certificate to write statement

Duration: Ongoing

Notes:

EVENTS

CERTIFICATES/AWARD ACTIVITY

Reason for activity: Recognize Employees

Description of activity: Make special (homemade) awards for staff members
Length of Service Awards
Training Completion Certificates
Perfect Attendance Awards
Celebration when staff are Release from LOSS "Red to Green ceremony"
Rising Star Award (Rookie of the Year) – new staff member who is doing great things

Supplies Needed: Certificate paper

Duration: Ongoing

Notes:

EMPLOYEE OF THE MONTH/YEAR ACTIVITY

Reason for activity: Morale

Description of activity: Selected with input from management/trainers/staff of each program. Make a professional display board in the front lobby where the teacher's picture hangs. Announce the teacher of the month/quarter at your staff call and have them come up, receive applause from their peers and make a fun short speech.

Supplies Needed: Parking spot, pin, certificate, photo and bulletin board

Duration: Monthly to Yearly

Notes:

ICE RECOGNITION ACTIVITY

Reason for activity: To pass on positive comment cards to employees

Description of activity: Print off positive ICE comment cards and give them to the employees when they are recognized through that system
*Expand into most ICE comment received by an employee or Improvement from quarter to quarter

Supplies Needed: ICE Comment Cards

Duration: As needed

Notes:

COMMANDER'S COINS ACTIVITY

Reason for activity: Employee recognition

Description of activity: Manager's nominate employees to receive Commander's Coins

Supplies Needed: Written nomination by Manager

Duration: Monthly/Quarterly

Notes:

SUPER STAR AWARD ACTIVITY

Reason for activity: Recognize employees

Description of activity: Employees vote on who the Center/Program star was for the week/ month/quarter

Supplies Needed: Prizes, posted picture

Duration: Week/Month/Quarter

Notes:

HIGH FIVE COINS ACTIVITY

Reason for activity: Recognizing good things staff do

Description of activity: Management/Trainers give High Five Coins to staff when they see them do something good. When staff accumulate five of them they can exchange for a prize.

Supplies Needed: High Five coins/certificates. Inexpensive prizes (water bottles, hats, etc.) that staff can purchase with coins.

Duration: Ongoing

Notes:

SHINING STARS ACTIVITY

Reason for activity: To recognize good things happening in the program

Description of activity: Post Star notes on the doors of the classroom when you see staff doing something star-worthy

Supplies Needed: Cutouts of Stars, pens

Duration: Ongoing

Notes:

STAFF RECOGNITION BOARD ACTIVITY

Reason for activity: To recognize staff Achievements, on and off the job

Description of activity: Post on the board when staff finishes training (Entry/Target), obtains a credential (CDA) or even something on the outside (first time doing the incline, winning a sports competition, having a new baby/grandbaby, getting married, etc.)

Supplies Needed: Bulletin board

Duration: Ongoing

Notes: