

Help employees connect with a group picnic or a family day. The event could be organized as an annual celebration or to celebrate a milestone achieved by the team.

Getting to know other employees on a more personal level, and providing memorable moments, can help engagement in the workplace, and emotionally attach them to their team. Inviting family members should be considered. Getting the employees' family to know colleagues and each other's families will help them increase the feeling of belonging to this group. Employees who have friends at work are more likely to engage in their work and stay within the organization.

CONSIDERATIONS FOR ORGANIZERS

Scheduling/Guests

- If the event is held outside, set a re-scheduling date or an alternative venue to account for bad weather.
- Event could be unit-based or for the whole lab.
- Since this is an infrequent event, holding it during work hours could help ensure attendance, but if inviting family, holding this during a weekend or after work would allow full attendance of family members. Holding it at the end of the school session could also make things easier.

Activities

- This could be a good occasion to provide a memento (trophy, ribbon, certificate, etc.) if celebrating an achievement.
- Provide games or activities to help facilitate mingling. Other team building activities could also be integrated into the event.
- Snacks or a meal should be provided. Request RSVPs and allow for special requests for specific dietary restrictions.

Cost

- If renting a venue instead of holding the event outside, funds will be needed.
- A financial contribution from the employees could help finance the activity (selling tickets). Making the event a potluck would lower the costs necessary for this event.

Materials Needed

- Tables, tablecloth, napkins, plate, goblets and water
- Materials for games and activities



ABOUT THE ACTIVITY

Focus Area: Engagement, morale building

Format (Virtual/In Person): In person

Venue: This type of event may be held outside on the laboratory grounds, in a park, etc. If the weather or the surroundings are not favorable, this could also be held in a large conference room on-site or, if necessary, in a rented reception hall or restaurant.

Activity Time: Half a day (four hours)

Diversity, Equity & Inclusion Considerations

- If inviting family members, try to avoid references to heteronormativity or traditional nuclear families.
- Consider dietary restrictions and ensure there is sufficient variety and quantity, such that there is something for everyone to eat.