



EMPLOYEE APPRECIATION IDEAS FOR THE SUMMER

Once Canada Day rolls around, we know that we have officially entered summer in this country. This season is not only an exciting time for personal plans but also a period that offers more opportunities to connect with our work families as well.

In this month's InfoPays, we list 10 practical ideas you can use this summer to liven up your events calendar at work.

1. Plan a summer BBQ.

Summers and BBQs are practically synonymous. This no-fuss staff event is always a crowd pleaser.

2. Book an ice cream truck.

Everyone loves a treat after lunch, not to mention nothing says summer better than ice cream!

3. Introduce casual Friday.

Most people enjoy breaking away from their usual routine every once in a while, and this simple idea for dress-down Fridays is sure to boost the overall company morale.

4. Plan a staff appreciation day.

Any time of the year is the right time to plan a staff appreciation day, but summer offers new possibilities to recognize your employees' efforts, a staff golf day, for example.

5. Celebrate employees' milestones.

Has an employee recently had a baby? Perhaps someone tied the knot? Or their child graduated from university?

6. Set up rewards and recognition suggestion box.

We all need appreciation and seek to be heard. When employees feel their opinion matters, they are more likely to be intrinsically motivated and do good work.

7. Write personalized 'thank you' notes.

In the age of computerized communication, it is simple yet effective to recognize people's efforts through handwritten "thank you" notes.

8. Plan a company potluck.

Potluck is another way to make the most of outdoors this summer. Let your team cook up their family favourites while everyone mixes and mingles, tasting many different dishes.

9. Call out accomplishments.

Celebrate any breakthroughs your team members have made, for example in a special meeting or on office screens.

10. Provide better coffee.

Last but not least, the productivity effects of good quality java cannot and should not be underestimated!



WORKPLACE ETIQUETTE

Workplace etiquette consists of many unwritten rules that are usually unspoken but widely accepted. However, it is good to be reminded of the basics every once in a while. In the list below, we list 7 tips for better workplace etiquette:

1. Attitude is everything.

Maintain a positive attitude at work regardless of circumstances. Your approach will ensure you come across as a helpful colleague, letting coworkers know that you have things under control.

2. Be aware of your non-verbal communication.

Eye contact is an essential aspect of non-verbal communication, and maintaining eye contact shows you are interested and engaged in the discussion.

3. Show appreciation.

Everyone expects appreciation for their work. Sincerely verbalize your recognition and say “thank you” as often as possible, and when appropriate, express it in public.

4. Be discreet during meetings.

If your phone goes off during a meeting, resist the temptation to take the call, unless it is an urgent matter.

5. Avoid email overuse.

Many office workers are guilty of sending one-liner emails. Instead, consider walking over to your coworker’s desk or



giving them a call to avoid taxing valuable email storage space.

6. Always follow up on your emails.

Delayed messages can portray a lack of care or tardiness. Whenever possible, quickly respond even if it is just a short acknowledgement that you have received the communication and that as soon as time allows it, you will act on it.

7. Follow and honour the rules.

If your company has a formal code of ethics, try to follow it as carefully as possible. It will earn you the respect of your coworkers, but it will also ensure you are doing your part in building a positive work environment built on a sense of equality and fairness.

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