

# EMPLOYEE APPRECIATION DAY

## — 10 QUICK TIPS FOR MANAGERS —



### **RECOGNIZE SOMEONE**

Take advantage of your recognition tools and celebrate your employees' recent accomplishments.



### **LEAVE A HANDWRITTEN CARD**

Employees will appreciate the thought and effort.



### **GIVE A TOKEN OF APPRECIATION**

Gift cards, novelty items, or company swag—whatever you choose, give them something fun and thoughtful.



### **EAT AND BE MERRY**

Buy your team breakfast, order them a nice lunch, or hit up karaoke after work!



### **INCLUDE VIRTUAL WORKERS**

Have employees that can't attend in person? Send them an eCard or have goodies delivered, just don't leave them hanging!



### **BE SOCIAL**

Make an extra effort to be outgoing and have a good time with the team!



### **DO MORE THAN ONE THING**

Give them a truly memorable day filled with fun!



### **SPREAD THE WORD**

Make sure all your employees are aware of Employee Appreciation Day, and communicate what it means to you and the company!



### **BE SINCERE AND SPECIFIC**

Be warm and inviting with every employee interaction, and make sure that any praise you give is specific and meaningful.



### **GIVE SOME HOURS BACK**

Have extended lunch breaks, or let them leave an hour early. Everyone appreciates the gift of more time!