

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!

