

THE SHAPE OF



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Employee Engagement Calendar + Activities for 2024



BEST PRACTICES FOR PLANNING EMPLOYEE ENGAGEMENT ACTIVITIES:

- **Advance Planning and Communication:** Organize the activities well in advance and inform everyone early on. Utilize an organizational-wide calendar event and set multiple reminders to ensure awareness and participation.
- **Leadership Participation:** Encourage leaders to participate in these engagement activities. It demonstrates and sets a positive example, fostering a culture of involvement and unity.
- **Ask for Employee Feedback:** Before finalizing the events, seek input from employees to understand their preferences regarding which holidays to celebrate and the types of activities they find most appealing.
- **Variety is key:** Offer a mix of activities catering to different interests and schedules. For example:

TEAM-BUILDING EXERCISES

Escape rooms, volunteer projects, sports events, or creative workshops.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Guest speaker sessions, industry conferences, mentoring programs, or skill-building workshops.

SOCIAL EVENTS

Company picnics, game nights, happy hours, or cultural celebrations.

WELLNESS INITIATIVES

Yoga classes, meditation sessions, health fairs, or healthy cooking demonstrations.

- **Simplicity Can Be Key:** Not every event needs to be extravagant. Sometimes, a heartfelt message or a small token of appreciation is more than enough to engage and motivate employees.
- **Employee Involvement:** Involve employees in the planning process. Allow them to take the lead on certain events or activities, fostering a sense of ownership and engagement.
- **Selective Approach:** You don't need to commemorate every event or holiday. Consider the unique culture of your organization and the preferences of your employees to ensure maximum participation and relevance.

MONTH: JANUARY

Date	Event	Engagement Activities
Thursday, January 4, 2024	National Trivia Day	<ul style="list-style-type: none">• Host a multi-round trivia quiz with categories like general knowledge, sports, movies, and world cultures.• Organize a 'Trivia Relay' where teams pass on questions to each other in a time-bound manner.• Have a 'Create Your Own Trivia' contest where employees submit their own trivia questions and answers.• Use our Trivia platform for multiple games and quizzes.
January 08, 2024	Clean Off Your Desk Day	<ul style="list-style-type: none">• Desk Decoration Contest with themes like 'Sustainable Workspace' or 'Miniature Gardens.'• 'Most Organized Desk' challenge with emphasis on innovative organization solutions.• 'Desk Transformation' before-and-after photo contest.
January 15, 2024	Republic Day of India	<ul style="list-style-type: none">• Decorate the office / virtual backgrounds to reflect the holiday.• Implement a tricolor dress code for the day.• Conduct a Trivia to test everyone's knowledge• Brief flag hoisting ceremony

MONTH: FEBRUARY

Date	Event	Engagement Activities
February 1, 2024	Time to Talk Day: A day dedicated to positive mental health conversations in the workplace.	<ul style="list-style-type: none">'Mental Health Conversations' - Host an interactive webinar featuring mental health experts.'Share Your Story' - Have employees share their personal experiences related to mental health anonymously to encourage open dialogue
Wednesday, February 14, 2024	Valentine's Day	<ul style="list-style-type: none">'Spread the Love' - An anonymous note-exchange where employees can write positive messages to each other.'Virtual Valentine's Day Party' - Online gathering with fun games and activities.'Love for Community' - Organize a charity or volunteer event to spread love in the community.
February 12, 2024	National Productivity Day	<ul style="list-style-type: none">'Productivity Hacks' - Employees share their best productivity tips.'Professional Growth Workshop' - Sessions on time management, goal setting, and efficiency.
February 17, 2024	National Act of Kindness Day	<ul style="list-style-type: none">'Kindness Bingo' - Bingo cards with different acts of kindness for employees to complete.'Pay It Forward' - Encourage employees to do random acts of kindness and share their experience.



MONTH: MARCH

Date	Event	Engagement Activities
March 1, 2024	Employee Appreciation Day	<ul style="list-style-type: none">• 'Shout-Out Board' – Create a board (physical or virtual) where employees can post appreciative messages for their colleagues.• 'Talent Show' – Organize an event where employees showcase their talents outside of work.• 'Appreciation Lunch or Breakfast' – Host a special meal in honor of the employees.• Appreciate your peers and managers with a recognition tool such as EngageWith
Friday, March 8, 2024	International Women's Day	<ul style="list-style-type: none">• 'Women's Leadership Panel' – Host a panel discussion with female leaders from within or outside the organization.• 'Mentorship Program Launch' – Kickstart a mentorship program focused on supporting women in their career growth.• Evaluate your organization's strides towards achieving gender equality in the workplace. Highlight and review the current policies that support this goal.
March 25	Holi	<ul style="list-style-type: none">• 'Cultural Food Fair' – Encourage employees to bring and share Holi-specific dishes.• Organizing colourful events, encouraging employees to wear bright colored attire.



MONTH: APRIL

Date	Event	Engagement Activities
April 1, 2024	Fun-at-Work Day	<ul style="list-style-type: none">'Office Prankster Award' – Encourage light-hearted, harmless pranks and award the most creative one.Conduct a light-hearted award ceremony to give out awards such as 'The Snack Guru', or 'Epic Email Novelist'.Have a Meme-making competition with a prize for the winner.
April 10, 2024	Eid-ul-Fitr	<ul style="list-style-type: none">'Cultural Dress Day' – Invite employees to wear traditional attire and share the significance.'Eid Potluck' – A communal lunch where everyone brings a dish to share.Share celebratory messages with everyone.
Monday, April 22, 2024	Earth Day	<ul style="list-style-type: none">'Eco-Challenge' – Encourage employees to adopt and share their eco-friendly habits/products.'Green Ideas Brainstorming' – Collect ideas on how to make the workplace more sustainable.'Clean-up' – Volunteer for a local park or street clean-upHave employees plant a seed to celebrate the day.Host a workshop to educate employees about workplace and home eco-friendly practices.



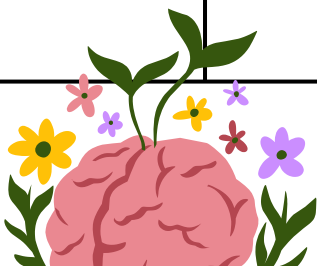
MONTH: APRIL

Date	Event	Engagement Activities
Wednesday, April 24, 2024	Administrative Professionals Day	<ul style="list-style-type: none">• 'Admin Appreciation Wall' – Create a space where employees can post thank you notes.• 'Lunch in Honour of Admin Staff' – A special lunch to celebrate their contributions.• Recognize and appreciate admin staff with tools such as EngageWith.



MONTH: MAY

Date	Event	Engagement Activities
May 1 - May 31, 2024	Mental Health Awareness Month	<ul style="list-style-type: none">• Weekly Themes: Each week can focus on a different aspect of mental health (e.g., stress management, work-life balance, emotional wellness).• Workshops and Webinars: Host sessions on various mental health topics with expert speakers.• Mindfulness and Meditation Sessions: Regular short group sessions for relaxation and stress relief.• Encouraging Mindful Breaks: Implement designated 'Mindful Moments' during the workday where employees can take brief breaks to relax and recharge. This can include activities like guided meditation, quiet reflection, or a short walk.• Access to Wellness Resources: Provide a comprehensive Wellness Resource Hub, offering access to reliable information and tools for mental, physical, emotional, and financial health.
May 1, 2024	Labour Day	<ul style="list-style-type: none">• Labour Day Lunch or Breakfast: Organize a special meal to celebrate the hard work of all employees.• Use this opportunity to encourage sending out recognitions using a tool like EngageWith.




MONTH: MAY

Date	Event	Engagement Activities
Monday, May 20, 2024	International Human Resources Day	<ul style="list-style-type: none">• "Day in the Life of HR" Shadowing Program: Allow interested employees to spend a day shadowing HR professionals, gaining insights into their diverse roles.• Appreciation for HR Team: Recognize and acknowledge the HR team's efforts with a tool such as EngageWith.• Team Lunch: Organize a lunch for the HR team.



MONTH: JUNE

Date	Event	Engagement Activities
June 1 - 30, 2024	Pride Month	<ul style="list-style-type: none"> • Kick-off Event: Start the month with a message from leadership about their dedication to DEIB initiatives. • Pride Awareness Workshops: Host educational sessions on LGBTQ+ history, rights, and current issues. • Themed Days: Have days dedicated to different aspects of LGBTQ+ culture and history, such as 'Icon Day' to celebrate influential figures. • Implement an ERG dedicated to promoting DEIB initiatives.
June 5, 2024	 <p>World Environment Day</p>	<ul style="list-style-type: none"> • Eco-friendly Initiatives: Launch a campaign to reduce carbon footprint in the workplace. • Sustainability Workshops: Educate employees on sustainable living and how to implement eco-friendly practices at home and work. • Some other activities can include a tree-planting project, community cleanup, and a recycling drive.
June 17, 2024	International Day of Yoga	<ul style="list-style-type: none"> • Yoga Sessions: Offer expert-led yoga classes (in-person or virtual) at different times of the day to accommodate various schedules. • Wellness Talks: Invite experts to talk about the benefits of yoga and holistic health. • Photo Contest: Encourage employees to share photos of their yoga practice or favorite yoga poses. • Guided Breathing Session: Conduct a live session led by an expert to practice different types of breathing exercises.



MONTH: JULY

Date	Event	Engagement Activities
Wednesday, July 24, 2024	Tax Day	
Wednesday, July 24, 2024	International Self-Care Day	<ul style="list-style-type: none">• Self-Care Workshops: Sessions on topics like mindfulness, stress management, and healthy living.• 'Me Time' Encouragement: Promote taking short breaks throughout the day for personal well-being.• Self-Care Packages: Distribute small self-care packages or vouchers to employees using a tool such as EngageWith.
July 25, 2024	National Intern Day	<ul style="list-style-type: none">• Intern Appreciation Event: Celebrate interns with a special gathering or recognition event.• Career Development Workshop for Interns: Offer sessions focused on resume building, interview skills, and career planning.



MONTH: AUGUST

Date	Event	Engagement Activities
August 1, 2024	Bike to Work Day	<ul style="list-style-type: none">• Group Bike Ride: Organize a group bike ride for local employees to commute together.• Cycling Challenge: Encourage employees to cycle to work and track their miles for rewards.
August 4, 2024	Friendship Day	<ul style="list-style-type: none">• Team Bonding Activities: Host games and activities that focus on building friendships and team spirit.
August 19, 2024	World Photography Day	<ul style="list-style-type: none">• Photography Contest: Encourage employees to submit photos around a theme, such as 'A Day in the Life' or 'Nature and Environment'. The winner gets a prize.• Photography Workshop: Offer a workshop on photography skills and techniques.
August 15, 2024	Independence Day	<ul style="list-style-type: none">• Patriotic Dress Day: Encourage employees to wear traditional or patriotic attire.• Independence Day Quiz: Organize a quiz about India's independence history and current achievements.



MONTH: SEPTEMBER


Date	Event	Engagement Activities
September 7, 2024	Ganesh Chaturthi	<ul style="list-style-type: none">• Eco-Friendly Idol Making Workshop: Host a session on making eco-friendly Ganesh idols.• Cultural Talent Show: Encourage employees to showcase talents like singing, dancing, or playing an instrument related to the festival.• Distribute prasad or other festive sweets.
September 15, 2024	Engineer's Day	<ul style="list-style-type: none">• Coding Contest or Hackathon: Challenge your tech-savvy employees with a coding competition or hackathon, fostering creativity and problem-solving skills.• Engineering for Social Good: Highlight projects or initiatives where engineering has positively impacted society.• Reward and recognize your team
September 21, 2024	National Chai Day	<ul style="list-style-type: none">• Virtual Chai Party: Connect with colleagues remotely through a virtual chai party. Encourage everyone to brew their favorite chai and share stories, fun facts, and chai recipes.• Lunchtime Chai Social: Host a casual lunchtime event where employees can gather, enjoy chai and snacks, and chat about their chai preferences and experiences.



MONTH: SEPTEMBER


Date	Event	Engagement Activities
September 25, 2024	Fitness Day	<ul style="list-style-type: none">• Group Fitness Classes: Organize online classes like yoga, Zumba, or Pilates.• Workplace Mini-Olympics: Organize fun, quick games around the office like desk push-up competitions, beanbag toss, or chair races, adding a playful element to fitness.• Lunchtime Health Talk: Invite a nutritionist or fitness expert to talk about healthy eating, exercise tips, or stress management techniques.• Health and Fitness Fair: Set up booths with information on nutrition, exercise, and mental health.• Fitness Challenge: A month-long challenge tracking steps, workouts, or other fitness activities.

MONTH: OCTOBER

Date	Event	Engagement Activities
October 1 - 31, 2024	National Book Month	<ul style="list-style-type: none"> • Book Exchange Program: Set up a book exchange where employees can share and swap books with each other. • You can use Trivia to arrange a book gift exchange.
October 1, 2024	International Coffee Day 	<ul style="list-style-type: none"> • Bring in new and different blends and flavors of coffee for the day. • Barista Workshop: Host a workshop where employees can learn to make different coffee drinks. • Latte Art Contest: Encourage employees to create and share their latte art. • Virtual "Coffee Hour" Meeting: Schedule a coffee break where employees can connect online, grab their favorite cup, and chat informally.
October 2, 2024	Gandhi Jayanti	<ul style="list-style-type: none"> • A simple message to acknowledge the holiday. • Organize volunteer activities or projects in the spirit of Gandhi's teachings.
Thursday, October 10, 2024	World Mental Health Day	<ul style="list-style-type: none"> • Mental Health Workshops: Sessions on topics like stress management, anxiety relief, and work-life balance. • Panel Discussions: Discussions featuring mental health professionals, employees sharing experiences, and Q&A. • Relaxation Zones: Create spaces in the office for relaxation and mindfulness practices. Virtual group guided sessions. • Wellness Activities: Yoga, meditation sessions, or a relaxation zone for the day.



MONTH: OCTOBER


Date	Event	Engagement Activities
October 12, 2024	Dussehra	<ul style="list-style-type: none"> • Cultural Celebration: Host or stream performances related to Dussehra. Organize a Rangoli or desk decorating competition. • Create a custom quiz on Trivia to celebrate the occasion. • Ethnic Dress Day: Encourage employees to wear traditional attire. • Decorate the office with festive colours • Distribute traditional sweets like jalebi, halwa, or laddu.
October 16, 2024	Boss Appreciation Day 	<ul style="list-style-type: none"> • 'Thank Your Boss': Encourage employees to send recognitions and rewards to their bosses using a tool such as EngageWith. • Bosses' Day Off Challenge: Teams complete tasks set by their bosses to win them a day off.
October 2, 2024	Gandhi Jayanti	<ul style="list-style-type: none"> • A simple message to acknowledge the holiday. • Organize volunteer activities or projects in the spirit of Gandhi's teachings.
October 31, 2024	Diwali	<ul style="list-style-type: none"> • Diwali Office Decorations: Decorate the office with lights and traditional motifs. • Diwali Potluck or Catered Lunch: Share a festive meal with traditional dishes. • Cultural Talent Show: Encourage employees to perform dances, music, or skits related to Diwali. • Diwali Quiz: Create a custom quiz using the slack-integrated Trivia app. • Distribute festive sweets and decorate the office space.

MONTH: OCTOBER

Date	Event	Engagement Activities
Thursday, October 31, 2024	Halloween	<ul style="list-style-type: none">• Costume Contest: Encourage employees to wear costumes to work and award prizes for the most creative, scariest, and funniest costumes.• Office Decoration Challenge: Departments or teams can decorate their areas with a Halloween theme.• Office Trick-or-Treat: Decorate the office for Halloween and have employees pass out treats to each other, fostering a playful atmosphere.



MONTH: NOVEMBER

Date	Event	Engagement Activities
Nov 1 - 30, 2024	<p>November: dedicated to raising awareness about various men's health and mental issues</p>	<ul style="list-style-type: none"> • Movember Awareness Campaign: Promote awareness about men's health issues through internal communications. • Mustache Growing Contest: Encourage employees to grow mustaches as a fun way to support Movember. • Health Webinars and Workshops: Organize sessions on topics relevant to men's health, like mental well-being and physical health.
November 6, 2024	 <p>Stress Awareness Day</p>	<ul style="list-style-type: none"> • Stress Management Workshops: Provide workshops on managing stress, relaxation techniques, and mindfulness. • Yoga and Meditation Sessions: Organize yoga and meditation sessions for relaxation and stress relief. • 'Stress Less' Zones: Set up areas in the office for relaxation and quiet time. • Virtual Games Afternoon: Schedule time for fun virtual games like online <u>trivia</u> or <u>Pictionary</u> to help take minds off work.
November 19, 2024	<p>International Men's Day</p>	<ul style="list-style-type: none"> • Panel Discussion on Men's Issues: Host a discussion focusing on the unique challenges faced by men. • Men's Health Checks: Offer health screenings specifically targeted towards men's health issues. • Internal awareness campaign: Create posters, infographics, or short videos highlighting important issues facing men and boys, like mental health, suicide prevention, and healthy relationships.



MONTH: DECEMBER

Date	Event	Engagement Activities
Wednesday, December 25, 2024	Christmas Day	<ul style="list-style-type: none">• Secret Santa Gift Exchange: Organize a Secret Santa event where employees exchange gifts. Use <u>Trivia</u> to conduct virtual secret santa!• Holiday Decorations: Decorate the office with Christmas décor.• Holiday Party: Host a party with games, music, and festive food.
Tuesday, December 31, 2024	New Year's Eve	<ul style="list-style-type: none">• Year-End Celebration Event: Organize an event to bid farewell to the year with highlights, achievements, and fun activities.• Vision Board: Create a board where employees can post their vision for the upcoming New Year.• Time Capsule Creation: Create a company time capsule to be opened in the future, with each employee contributing a memento or message about the year gone by.

