

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.

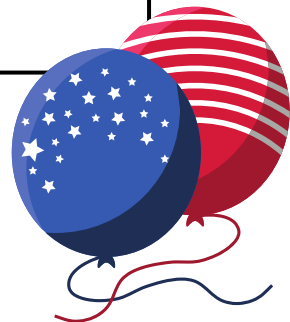
WELLNESS INITIATIVES

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.
Monday, January 15, 2024	Bagel Day	<ul style="list-style-type: none">• Bagel Breakfast Bash: Offer a variety of bagels, spreads, and toppings for a morning feast.• 'Best Bagel' Contest: Employees can bring in homemade bagels or unique spreads to compete.



MONTH: JANUARY

Date	Event	Engagement Activities
January 16, 2024	Martin Luther King Day	<ul style="list-style-type: none">• Volunteer Day: Organize a day of service for employees to volunteer in the community.• Educational Session: Host a seminar or discussion on the life and impact of Martin Luther King Jr.• Art and Essay Contest: Encourage employees to express what Martin Luther King Jr.'s work means to them.
January 27, 2024	National Fun-at-Work Day	<ul style="list-style-type: none">• Office Games and Competitions: Set up various games and fun competitions throughout the office.• Dress Down Day: Allow employees to dress casually or in fun, themed attire.• Surprise Entertainment: Arrange for a surprise performance or activity to break the routine.

MONTH: FEBRUARY


Date	Event	Engagement Activities
February 2, 2024	Groundhog Day	<ul style="list-style-type: none">• Groundhog Day <u>Trivia Quiz</u>: Test employees' knowledge of Groundhog Day history and traditions with a fun trivia quiz. Offer small prizes for the winners.• Shadow Day: Pair up experienced employees with newer employees or colleagues from different departments to "shadow" each other for the day. This can encourage cross-team collaboration and knowledge sharing.
February 13, 2024	 Pancake Day	<ul style="list-style-type: none">• Pancake Breakfast Feast: Organize a company-wide pancake breakfast before work or during a break. Offer a variety of toppings and fillings to cater to different tastes.• Pancake Recipe Contest: Encourage employees to share their favorite pancake recipes and compete for the title of "Pancake Master." Have volunteers taste-test and vote for the winner.• Pancake Art Competition: Provide pancake batter, toppings, and decorating tools, and hold a competition for the most creative and artistic pancake designs.• Volunteer at a Local Shelter: Partner with a local homeless shelter or soup kitchen and volunteer to serve pancakes to those in need. This can be a rewarding team-building activity.



MONTH: FEBRUARY

Date	Event	Engagement Activities
<p>Tuesday, February 13, 2024</p>	<p>Mardi Gras</p>	<ul style="list-style-type: none"> • Mardi Gras Potluck Lunch: Have employees bring in their favorite Mardi Gras dishes to share for a company-wide potluck lunch. Decorate the office with Mardi Gras colors and music. • Bead Toss Competition: Set up a bead toss booth and have employees compete to see who can catch the most beads. Offer small prizes for the winners. • Mardi Gras Parade Viewing Party: Gather colleagues to watch a local Mardi Gras parade together. Provide festive snacks and drinks.
<p>Wednesday, February 14, 2024</p>	<p>Valentine's Day</p>	<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.
<p>February 17, 2024</p>	<p>National Act of Kindness Day</p>	<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. • Peer and Manager Recognition: Use a tool like EngageWith for ongoing peer-to-peer and manager recognition.
March 4, 2024	 <p>National Safety Day</p>	<ul style="list-style-type: none"> • Safety Workshops: Organize sessions on workplace safety, ergonomic practices, and emergency procedures. • Safety Drills and Audits: Conduct safety drills and workplace safety audits. • Safety Champions Recognition: Acknowledge employees who consistently uphold safety standards.
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.



MONTH: MARCH

Date	Event	Engagement Activities
March 10, 2024	Daylight Savings Begin	<ul style="list-style-type: none">'Spring Forward' Reminder Campaign: Communicate reminders about the time change to ensure everyone adjusts their schedules accordingly.Wellness Tips for Adjusting to Time Change: Share tips for adapting to the time change, like sleep habits and routines.
Sunday, March 17, 2024	St. Patrick's Day	<ul style="list-style-type: none">Green Attire Day: Encourage employees to wear green in celebration of St. Patrick's Day.Irish Cultural Event: Host a lunch or event and decorate the office.
Saturday, March 23, 2024	Puppy Day	<ul style="list-style-type: none">Pet Photo Contest: Employees can share photos of their puppies or dogs.Bring Your Puppy to Work Day: If feasible, allow employees to bring their puppies to work.Partner with Local Shelters: Organize a visit or support a local animal shelter.Puppy Yoga: Organize a puppy yoga event with focus on stress release and relaxation.
March 31, 2024	Easter	<ul style="list-style-type: none">'Easter Egg Design Contest' – A creative egg decorating competition.Conduct a virtual or physical egg hunt with a prize for the winner!

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 6, 2024	National Employee Benefits Day	<ul style="list-style-type: none">• Benefits Fair: Set up virtual booths to inform employees about their benefits and any recent updates.• Feedback Session: Conduct a session where employees can provide feedback or ask questions about benefits.• Wellness Workshops: Offer workshops focusing on maximizing health and wellness benefits.
April 18, 2024	Tax Day	<ul style="list-style-type: none">• Tax Preparation Assistance: Offer services or workshops to help employees with their tax filings.• Financial Wellness Seminar: Organize a session on financial planning and best practices for tax savings.



MONTH: APRIL

Date	Event	Engagement Activities
Monday, April 22, 2024	Earth Day	<ul style="list-style-type: none">• Environmental Initiatives: Encourage participation in local clean-up events, tree-planting activities, and sustainability workshops.• Eco-Friendly Challenges: Launch challenges like reducing paper use or promoting recycling in the office.• Sustainability Education: Host workshops on eco-friendly practices at work and home.
Wednesday, April 24, 2024	 Administrative Professionals Day	<ul style="list-style-type: none">• Appreciation Event: Organize a special event or lunch to recognize the hard work of administrative professionals.• Personalized Recognition: Encourage employees to share kudos or shout outs via tools like EngageWith.• Professional Development Opportunities: Offer workshops or training sessions tailored for administrative staff.

MONTH: MAY

Date	Event	Engagement Activities
<p>May 1 - May 31, 2024</p>	<p>Mental Health Awareness Month</p> 	<ul style="list-style-type: none"> • Weekly Focus Themes: Each week, focus on a different aspect of mental health, such as stress management, mindfulness, and work-life balance. • Expert-Led Workshops: Host sessions with mental health professionals on topics like anxiety management and emotional wellness. • Interactive Webinars: Organize webinars with interactive Q&A sessions about mental health topics. • Access to Wellness Resources: Provide a comprehensive Wellness Resource Hub, offering access to reliable information and tools for mental, physical, emotional, and financial health. • 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.
<p>Sunday, May 5, 2024</p>	<p>Cinco de Mayo</p>	<ul style="list-style-type: none"> • Educational Session: Offer a session about the history and significance of Cinco de Mayo. • Cultural Celebration Event: Host a celebration with food, music, and dance.



MONTH: MAY

Date	Event	Engagement Activities
May 21, 2024	World Cultural Diversity Day	<ul style="list-style-type: none">• Diversity Panel Discussion: Organize a discussion on the importance of cultural diversity in the workplace.• Talk about various DEIB initiatives that are in place and how the company is working towards an inclusive culture.
May 27, 2024	Memorial Day	<ul style="list-style-type: none">• Memorial Service or Moment of Silence: Conduct a service or a moment of silence in honor of fallen soldiers.• Community Service Project: Organize a volunteering activity in the local community.

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.• Employee Resource Group (ERG) Launch: Start an ERG to promote ongoing DEIB initiatives.
June 5, 2024	World Environment Day	<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.
Friday, June 7, 2024	Doughnut Day	<ul style="list-style-type: none">• Doughnut Social: Offer a variety of doughnuts in the office for employees to enjoy.• Doughnut Making Class: Host a fun, interactive doughnut-making session.



MONTH: JUNE

Date	Event	Engagement Activities
June 14, 2024	Flag Day	<ul style="list-style-type: none">• Flag Trivia: Use this slack app to create a custom quiz to celebrate flag day. Winner gets a special prize!
Wednesday, June 19, 2024	Juneteenth	<ul style="list-style-type: none">• Cultural Awareness Session: Provide education about the history and significance of Juneteenth.• Community Engagement: Participate in or support local Juneteenth events and initiatives.
Thursday, June 20, 2024	Start of Summer	<ul style="list-style-type: none">• Summer Kick-off Event: Host a social event to welcome the summer season.• Summer Wellness Tips: Share tips on staying healthy and safe during the summer.

MONTH: JULY

Date	Event	Engagement Activities
July 4, 2024	Independence Day	<ul style="list-style-type: none">Decorate the office with red, white, and blue, and encourage employees to dress in patriotic colors.History Trivia: Organize a fun trivia game about American history.
Sunday, July 7, 2024	World Chocolate Day	<ul style="list-style-type: none">Chocolate Tasting Event: Offer a variety of different flavored chocolates for employees to taste and enjoy.Chocolate Making Workshop: Host a workshop where employees can learn to make their own chocolates.
Tuesday, July 16, 2024	National Ice Cream Day	<ul style="list-style-type: none">Ice Cream Social: Set up an ice cream bar with various flavors and toppings for employees to enjoy.
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.



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.
Friday, August 9, 2024	National Book Lovers Day	<ul style="list-style-type: none">• Book Sharing Event: Set up a book exchange where employees can share and swap their favorite books.
August 16, 2024	National Tell a Joke Day	<ul style="list-style-type: none">• Joke Contest: Host a friendly competition where employees can share their best jokes.• Comedy Hour: Organize a session with an employee-led comedy show.



MONTH: SEPTEMBER


Date	Event	Engagement Activities
September 2, 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.
September 5, 2024	International Day of Charity	<ul style="list-style-type: none">• Charity Drive: Organize a drive to collect donations for a selected charity or cause.• Volunteering Opportunities: Arrange for employees to volunteer at local non-profits or community projects.• Charity Matching Program: Implement a donation matching program for the day.
Friday, September 6, 2024	National 401 (k) Day	<ul style="list-style-type: none">• Financial Planning Workshop: Offer a workshop focusing on retirement planning and 401(k) benefits.• One-on-One Financial Advising: Provide opportunities for employees to meet with financial advisors.• Educational Resources Distribution: Share informative materials about 401(k) plans and investments.



MONTH: SEPTEMBER


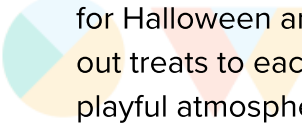
Date	Event	Engagement Activities
September 15, 2024	Engineer's Day	<ul style="list-style-type: none">• Coding Contest or Hackathon: Challenge your tech-savvy employees with a coding competition or hackathon, fostering creativity and problem-solving skills..• Engineering for Social Good: Highlight projects or initiatives where engineering has positively impacted society.• Reward and recognize your team.
Thursday, September 26, 2024	HR Professionals 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.• HR Open House: Allow employees to learn more about the HR department's role and initiatives.• HR Appreciation Notes: Send recognitions instantly to the HR team with a tool such as EngageWith.• Professional Development for HR: Offer specialized training or workshops for HR professionals.

MONTH: OCTOBER


Date	Event	Engagement Activities
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 6, 2024	 World Smile Day	<ul style="list-style-type: none">• Photo Booth with Props: Set up a photo booth with fun props for employees to capture their smiles.• Volunteer Activity at a Senior Center: Organize a volunteer event at a local senior center, bringing smiles to residents through games, music, or simply friendly conversation.
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.• Wellness Activities: Yoga, meditation sessions, or a relaxation zone for the day.• Relaxation Zones: Create spaces in the office for relaxation and mindfulness practices. Virtual group guided sessions.



MONTH: OCTOBER

Date	Event	Engagement Activities
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.
Thursday, October 31, 2024	Halloween 	<ul style="list-style-type: none">• Encourage employees to wear costumes to work and award prizes for the most creative, scariest, and funniest costumes.• Office Decoration: 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	Movember: dedicated to raising awareness about various men's health and mental issues	<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 3, 2024	 <p>Daylight Saving Time ends</p>	<ul style="list-style-type: none"> • Virtual Coffee Break: Host a virtual coffee break at the earlier "daylight savings time" start time, allowing everyone to adjust and connect in the morning. • Sleep Health Workshop: Host a session on the importance of sleep and how to adjust to the time change.
November 6, 2024	Stress Awareness Day	<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.

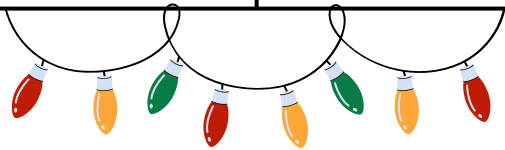


MONTH: NOVEMBER

Date	Event	Engagement Activities
November 11, 2024	Veterans Day	<ul style="list-style-type: none">• Charity Drive for Veterans: Host a drive to support a veterans' charity or organization.• Encourage employees to contribute to their choice of charity.
November 19, 2024	International Men's Day	<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.
Thursday, November 28, 2024	Thanksgiving	<ul style="list-style-type: none">• Thanksgiving Potluck or Luncheon: Organize a communal meal where employees can share dishes.• Gratitude Activity: Create a space for employees to share what they are thankful for, either in person or virtually.• Volunteer Activity: Coordinate a volunteer effort to give back to the community.

MONTH: DECEMBER

Date	Event	Engagement Activities
Tuesday, December 3, 2024	Giving Tuesday	<ul style="list-style-type: none">• Charity Contributions: Encourage employees to donate to their chosen charities. Consider matching their donations to amplify the impact.• Volunteer Activities: Organize group volunteer opportunities for local community service.• Charity Bake Sale: Host a bake sale with festive treats, with proceeds going to a chosen charity. Encourage employees to contribute baked goods.• Virtual Donation Drive: Set up a platform for employees to donate directly to various charities online throughout the day.
Friday, December 20, 2024	Ugly Sweater Day	<ul style="list-style-type: none">• Ugly Sweater Contest: Have employees wear their ugliest holiday sweaters and award prizes for the funniest, most original, etc.• Photo Booth: Set up a festive photo booth for employees to take pictures in their sweaters.



MONTH: DECEMBER

Date	Event	Engagement Activities
Wednesday, December 25, 2024	Christmas Day	<ul style="list-style-type: none">• Exchange: Organize a Secret Santa event where employees exchange gifts. Use Trivia 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.