

workhuman*

Employee Appreciation Day Checklist

HOW TO MAKE THE MOST OF THIS SPECIAL DAY



Now

- Work with your team to decide how you want to celebrate, and think about which tools in the communications toolkit best support that plan. A message or all Team Award from the top (your CEO, your recognition program executive sponsor, etc.) is a great way to start.
- We recommend pairing this with several print and digital channels (and in-person gatherings where appropriate) so that your message reaches all of your employees, driving lots of gratitude within your recognition program and across your company come Employee Appreciation Day on March 4.

Week of Jan. 17 (4-6 weeks out)

- [Download the toolkit](#) –Open the zip file and choose the templates that support your celebration plan and communication channels.

Week of Jan. 31 (3-4 weeks out)

- Customize your templates – all templates are built in PowerPoint, InDesign, or Microsoft Word, making them easy to update with your company and program logos, font, colors, language, and more.

Week of Feb. 14 (2 weeks out)

- Provide your customized email headers and virtual backgrounds to your program ambassadors, leaders, and others to build anticipation.

Week of Feb. 21 (1 week out)

- Use your newsletter/intranet template to build Employee Appreciation Day into your company's employee newsletter.
- Share social posts with recognition program ambassadors so they are ready to go on March 4.

March 4 (Day of!)

- Employees receive a message or Team Award from leadership.
- Post to preferred social media channels using #EmployeeAppreciationDay.
- Recognize a colleague you appreciate and encourage those around you to do the same!

**Need some inspiration for your celebration?
Reach out to your account team or check
out additional resources [here](#).**

