

McMaster Team Celebrations Guide

Team celebrations are a great way to:

- Recognize staff contributions
- Look back on achievements
- Strengthen team relationships
- Learn more about our team members, their experiences and their traditions
- Celebrate milestones
- Create an engaging, inclusive and supportive work environment

Leader Greetings: Whether you mail hand-written cards to provide that personal touch, send a supportive message through an email or e-card, or record a video, a sincere message from the leader is an excellent addition to any celebration.

A Virtual or In-Person Meal Together: Before planning your next virtual or in-person meal, make sure to familiarize yourself with the updated [Guidelines for Eating on Campus](#). Next, set a dollar limit that can be spent on the meal. Team members can order in or pick up their favourite lunch, and expense the meal. Review the [McMaster reimbursement policy](#) for more information.



Recognize and Celebrate Accomplishments: Take time to say thank you to team members, and recognize the great work they do! Some strategies for recognition include:

- Collect thank you messages in advance and present in a fun slide show
- Set up a virtual kudos board – Check out kudoboard.com (There is a free version, or other options for a small cost)
- Recognize team members for their years of service and celebrate special milestones
- For more information, review our [online recognition resources](#)

Gift Exchange: Consider a team gift exchange, or take it virtual with a card, recipe, song, riddle or poem exchange. Share them as a team - laughs guaranteed! Make sure to get consent if home addresses are provided for delivery of any gifts or greeting cards.



TIP: Display a [multi-cultural calendar](#) to help all employees stay aware of important cultural events for the rest of the year.



Get to Know Team Members Better: Here are some activities to get to know team members and strengthen connections:

- Team member trivia or a virtual scavenger hunt
- Zoom breakout room discussions

'Speed-meeting': Use Zoom breakouts for quick 1-on-1 conversations for a short time period (e.g., 2-4 mins), and then shuffle the groups.

Sample questions:

What's your favourite movie?

What survival strategy has helped you during virtual work?

Looking back over the past year, what are you proud of?



Show and Tell: Encourage employees to share their celebration traditions through stories, decorations, and foods that they can showcase at your next team meeting.

Give Back with your Team: Consider hosting a fundraiser for [McMaster's United Way campaign](#) by organizing a decorating contest, 50-50 draw, or group trivia contest. The website highlights multiple opportunities and ideas on how you and your team can support our broader community and help become Hamilton-Halton's largest workplace campaign once again!



Play Games With Your Team: Here are some resources and ideas to have a great time with your team playing games virtually or in-person:

- [30 Fun Zoom Games to Play with Coworkers](#)
- [Pictionary](#)
- Other game sites such as Kahoot and Jackbox are also options but may require payment or set-up

Helpful Links:

- [Engaging your Team Virtually](#)
- [Reimbursement Policy](#)
- [Employee Engagement at McMaster](#)