

INTERNATIONAL WEEK OF HAPPINESS AT WORK

Would your organization like to dedicate special attention to workplace happiness during that week? Here's a checklist to help you get started!

Step 1:

- Find ambassadors to work together.
- Determine why you're doing this, what you want to solve or contribute to.
Why is workplace happiness important to you? What goals do you want to achieve? Is workplace happiness a goal or a means? Write, draw, or sing about it. That helps you check if you're on the right track.

Step 2:

Consider what you're going to do and when. You can approach this in different ways:

1. Do something (small) every day so that there's continuous focus on workplace happiness throughout the week.
2. Begin a longer journey, so that the Week of Workplace Happiness serves as the starting point.
3. A combination of both.

A few ideas:

- Organize a workplace happiness breakfast on Monday morning.
- During the town hall meeting, have the CEO explain why he personally finds workplace happiness so important and encourage everyone to sign the Workplace Happiness Manifesto (available in A0 size).
- Host an interactive inspiration session about workplace happiness during lunch. This can also work well online!
- Set up a challenge with a different question each day. Or participate together in one of the challenges of the Week of Workplace Happiness.
- Organize a discussion about the meaning and nonsense of workplace happiness.
- Establish a "workplace happiness moments" wall (or an online whiteboard).
- Arrange a workshop on preventing burnout and dealing with stress.
- Spend an afternoon watching inspiring TED talks with your colleagues.
- Set up an open space afternoon on workplace happiness.
- Start mapping out the employee journey.
- Organize a Lego Serious Play session to discuss workplace happiness, values, or purpose.
- Join the woohoo Happiness at Work community to share ideas, best practices and learn!

Looking for a speaker? Check out www.internationalweekofhappinessatwork.com/speakers/
Still undecided and want to brainstorm?

Feel free to email for a Zoom/call appointment! fennande@happyoffice.nl

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Launch kit - checklist

Step 3:

Communication:

- Recruit visitors/participants. People only take action when they understand why they should do something and what exactly they need to do. Clearly explain what you expect, through all channels you have. An internal magazine, posters on the restroom door, intranet...
- 'Do you commit to workplace happiness? Then sign the manifesto.' Hang the poster with the workplace happiness Manifesto in a central location and encourage people to sign it.
- Share stories about why employees find workplace happiness important, what they do to enhance it. Personal stories are the most touching. Start with your team of ambassadors and have them pass the baton to another employee. Managers can also participate, but certainly not only managers!

Step 4:

Share your experiences with the other participants of the Week of Workplace Happiness. Email your (photo) report of your experiences to Fennande@happyoffice.nl. After all, we can learn the most from each other!

Step 5:

Make it a habit and ritual. If you have found what workplace happiness yields in your organization, then do it. Rituals and habits help guide behavior. This may sound easy, but it's not. The real work starts now. Follow the Week of Workplace Happiness for practical tools and tips. Or email us for more help or information.

Sign the Manifesto at
www.internationalweekofhappinessatwork.com