

Team Up!

Compact and effective activities for building,
strengthening and stretching working relationships



How to use the Team Up! eBook

Want to create change in your team? Get everyone involved! Our Team Up! eBook is full of activities that will help you increase recognition, teamwork, improve customer service, and engage participants in fun and effective learning experiences.

Some of these are one-time activities whereas others create an ongoing program, which eventually stops being a program and becomes the way your group operates. All the ideas in this book have been field-tested and refined by more than 60 practitioners, so you know they work!

Each activity describes the goal, the number of people who can participate, an approximate length for the activity, and props you will need. Some of the props are exclusive Baudville products while others you can find in your local store.

We've divided the eBook into six chapters that you can download separately. That way, you only get the activities you're interested in. Download them all and be prepared for any activity!

Chapter 1: Recognition

Chapter 4: Milestones

Chapter 2: Team

Chapter 5: Icebreakers

Chapter 3: Customer Service

Chapter 6: Energizers

Whether you incorporate an activity into your everyday routine or use them sparingly, we hope these ideas inspire your team!

*“Together we succeed,
with everyone giving their all. Our team achieves its goals,
and becomes more impressive every day!”*

About Baudville

Baudville, the place for daily recognition, continues to be the leading innovator in day-to-day recognition solutions. Baudville's day-to-day recognition solutions appeal to today's increasingly diverse workforce with contemporary designs and relevant messaging, motivating and engaging workplaces world-wide. Baudville has been declared one of the best companies to work for in its area and strives to create the ultimate work experience for its employees. For more tips and ideas to create a positive culture, visit the [Baudville Recognition Resource Center](http://Baudville.com) on Baudville.com.

CHAPTER FOUR

Milestones

Soft Landing: Welcome New Associates

Goal: Make new people in your department feel welcome and valued.

Number of people: 1 to 30.

Time: 5 minutes to organize, then 2 minutes per person per week for 3 weeks.

Props: [Certificate paper](#), [Theme Gift Set](#).

Step-by-Step:

1. The day before a new person joins your department, pass a “Welcome to our Team” certificate around, inviting each person to write a welcome note and sign it.
2. Put the certificate into the Theme Gift Set gift bag.
3. Distribute theme Post-it notes to department members.
4. Ask each person, the day after the new person begins work, to begin writing Post-it recognition notes, naming something specific they value about the way the new associate is doing his or her work.
5. Each person is asked to secretly stick her Post-it note on the bottom of the new person’s mouse pad, which is on the new person’s desk.
6. Ask people to volunteer to do this on a certain day of the week, so that notes are distributed throughout the new person’s first three weeks.
7. Tell the new person that his mouse will occasionally be delivering new “mouse pad mail” for him, and he may want to check under his pad every few days.
8. Each person is asked to stop by the new person’s work area at least twice during the three weeks to ask about his “mouse pad mail.” This gives the new person the opportunity to share his recognition notes, and feel good all over again!



Anniversary Month

Goal: Affirm the work of a co-worker in his first month.

Number of people: 3-15.

Time: 15 minutes.

Props: Pocket Praise® cards, Squeezable Praise™ stress toys.

Step-by-Step:

1. Ask all co-workers of the person who is marking his first month in your department to write Pocket Praise cards to the new person, naming one way that person has made a difference to the team.
2. Ask everyone to attend a 10-minute meeting on the new person's one-month anniversary.
3. Stand in a circle.
4. As leader, hold the Squeezable Praise ball in your hand, and read your Pocket Praise note aloud. Give the note to the person, then toss the ball to someone else around the circle. That person reads her note, gives it to the new person, and tosses the ball until everyone has had a turn.
5. When everyone is finished, toss the ball to the honoree to keep as a reminder of this celebration.

Anniversary Food and Fun

Goal: Honor individuals who are marking company anniversary dates that month.

Number of people: Unlimited.

Time: One long lunch hour.

Props: [Anniversary Lapel Pins](#).

Step-by-Step:

1. Each month, invite all the associates whose company anniversary date falls into that month to a special lunch to honor them.
2. Invite the executive management team to socialize and eat with the honorees.
3. Have everyone sit around one big table.
4. For a great way to get to know each other, ask people to volunteer answers to these questions:
 - a. What is your favorite memory working here?
 - b. What was your most embarrassing moment?
 - c. What accomplishment in your life are you most proud of?
 - d. Tell us something unique about your hometown.
 - e. What's one thing you haven't yet experienced in life, but would like to?
 - f. What's your most cherished childhood memory?
 - g. If you had a chance to do one thing in your life, with no boundaries, what would that be?
5. Ask each honoree's manager to present him with an Anniversary Lapel Pin.

Add Sparkle to Awards Meetings

Goal: Make special meetings coordinated, professional, and fun.

Number of people: Unlimited.

Time: 2 hours.

Props: Border paper, half-size certificate paper, Jumbo Postcard, and adhesive name badges.

Step-by-Step:

1. Print and send invitations to invitees using colorful border paper.
2. Make table signs to designate seating arrangements or to carry your slogan for the meeting (use jumbo postcard stock).
3. Create festive nametags by printing names on adhesive labels.
4. Add flowers, crepe paper streamers, or balloons to tables to complement your paper colors.
5. Create awards using certificate paper that:
 - a. Reminds you and your colleagues to give written explanations of the performance your recipients demonstrated to earn awards
 - b. Makes “gifting” easy with the use of perforated gift certificates
6. Recipients tear off the lower portion of their awards and redeem them for the awards you offer, such as:
 - a. A car wash
 - b. Movie tickets
 - c. Meal tickets
 - d. Gasoline gift certificates
 - e. One hour off with pay
 - f. Reserved parking for one week
 - g. Fresh flowers on your desk
 - h. Supervisor brings you coffee (or other beverage) every morning for one week
 - i. Manicure
 - j. Massage
 - k. _____

Sweet Anniversary

Goal: Recognize a co-worker's company anniversary.

Number of people: Unlimited.

Time: 30 minutes.

Props: Banana split ingredients, [Pocket Praise® cards](#), balloons, colored napkins, plastic bowls, spoons, ice-cream scoops.

Step-by-Step:

1. To celebrate the company anniversary of a co-worker, distribute Pocket Praise cards ahead of time and invite the honoree's current and past co-workers to write "What I value about your service to our organization" messages to the honoree. Ask everyone to bring their Pocket Praise cards to the party.
2. Find a very old photo of the honoree, enlarge it, and post it in the party room.
3. Decorate the room and assemble the ingredients for banana splits.
4. Invite individuals to volunteer to read their cards aloud to the honoree (this makes speech giving easy and short). Of course, many people may prefer to keep their messages private.
5. Ask everyone to give the Pocket Praise cards to the honoree.
6. Invite the honoree to be first in line to build her own sweet treat.
7. Take plenty of candid photos during the event and give them to the honoree later.
8. Forget those diets and enjoy!

PayNotes

Goal: Mark a special occasion for an individual.

Number of people: 2 (you and one other).

Time: 10 seconds.

Props: Paycheck with stub, pen.

Step-by-Step:

1. Before giving or sending a check to an associate or vendor, write a brief celebratory or congratulatory mini-message on the check stub.
2. Use this idea for checks to associates within your organization or to vendors you're comfortable with.
3. To associates:
 - a. "Welcome!" for a new associate
 - b. "What a week!" for someone who's been really stretched
 - c. "Your sixth month!" to mark an anniversary
 - d. "Hello there, Ms. Team Leader" to mark a promotion
 - e. "Whew! You did it." when a large project is completed
 - f. _____
4. To vendors:
 - a. "Here we go" for the beginning of a new project or contract
 - b. "It's easy to do business with you" to a vendor who has earned this
 - c. "Thanks for your quick reaction time" for fast help
 - d. "Hey there, partner" to a long-time excellent supplier
 - e. _____
5. The receiver of this check will get a smile and a good feeling about your business relationship in addition to money for his checking account!

Red, White, and Blue

Goal: Create a patriotic theme for a special event.

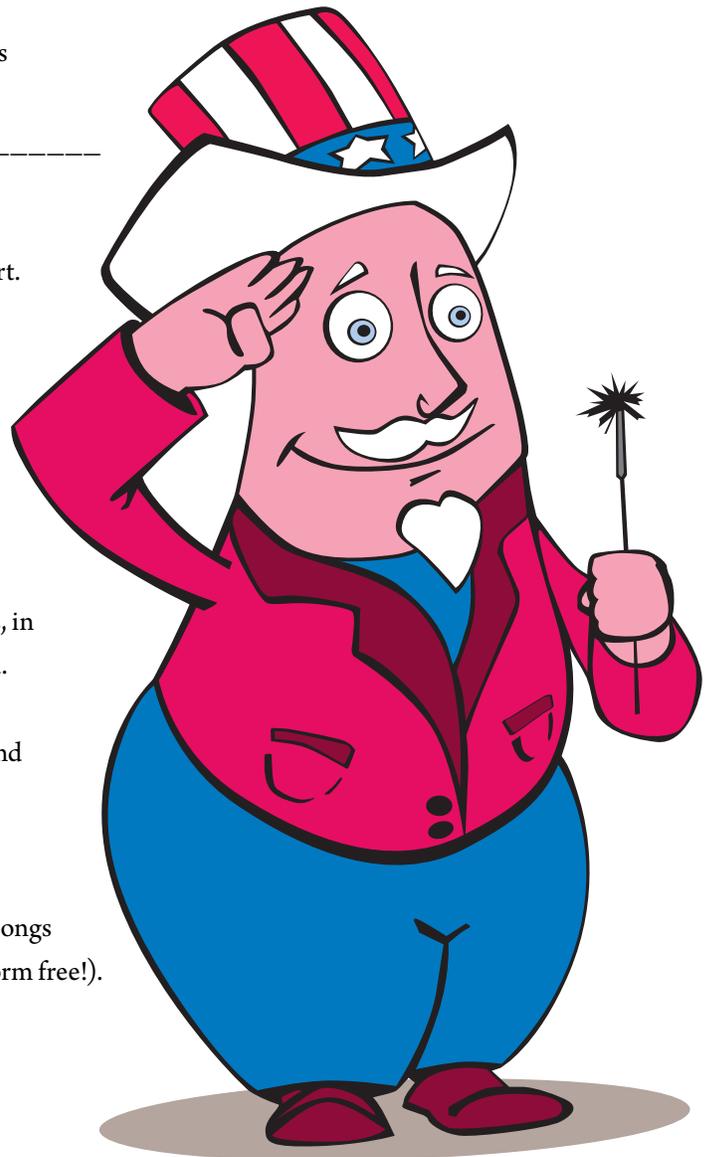
Number of people: Unlimited.

Time: 2 days to plan, 90 minutes to enjoy.

Props: Stars & Stripes event paper, certificate frames, red, white, and blue balloons, red and blue ribbon, T.E.A.M. Flag lapel pins, flag t-shirts.

Step-by-Step:

1. Use theme papers to create a patriotic look for special events, such as:
 - a. Welcoming a new employee (especially if the person is a former military employee)
 - b. Celebrating goal achievement of a department or total company
 - c. Annual meeting
 - d. Quality conference where teams present project results
 - e. Installation of officers
 - f. _____
2. Use Stars & Stripes border paper to issue invitations.
3. Decorate tables with balloons and ribbons.
4. Put a round cake (already sliced) in center of table for dessert.
5. Make signs to put on tables (using a trifold) to show:
 - a. Seating designations
 - b. Your organization's Vision Statement
 - c. Today's meeting theme
6. Place agendas or menus inside certificate holders and place on table. Give holders as meeting keepsake.
7. Attach one T.E.A.M. Flag lapel pin to each holder, which people may remove and wear, or place your own flag t-shirts, in assorted sizes, on welcome table with stacks of sizes marked. Invite everyone to select one.
8. Print names of attendees on Stars & Stripes name badges, and place on the welcome table for individuals to pick up when they arrive.
9. Invite a speaker from a nearby military base, if possible.
10. Invite a brass band to entertain with marches and patriotic songs (a high school R.O.T.C. drill team or color guard may perform free!).



“You Make the Difference” Retirement Party

Goal: Celebrate the professional achievements of a co-worker who is retiring.

Number of people: Unlimited.

Time: 8 hours preparation, 2 hours for the party.

Props: [You Make the Difference border paper](#), [quarter-size notepad](#), celebration tumbler, [Engravable Photo Frame](#).

Step-by-Step:

1. Invite all current and former co-workers of your retiring friend to a dinner or lunch, using You Make the Difference border paper for the invitations. Explain that the party’s theme will be to let the honoree know how he has made a difference to this organization and its people.
2. With the invitation, enclose 2-3 sheets from the You Make the Difference quarter-size notepad. Ask the attendees to write a note to the honoree on one or more of these sheets, mentioning something specific he has done which has made the difference to them and sign their names. Ask them to bring these sheets with them to the party.
3. Arrange ahead of time for “toasters” and “roasters.”
4. Find a recent picture of your honoree at work (posed with co-workers if available) and frame it in the Engravable Photo Frame. Engrave the You Make the Difference story, honoree’s name, and the date on the frame.
5. In secret, ask a relative of your retiring co-worker to give you a photo of the person from younger days – high school, perhaps. Enlarge or reduce the size of the face on the photo to fit nicely in 3” snap-together buttons. Make enough buttons for each party attendee, plus 6 extra for the honoree (he’ll enjoy giving them to his family later).
6. Give the buttons to attendees ahead of time and ask them to wear them. Your honoree will be quite surprised to find his face from years gone by on everyone’s chest!
7. Print the party program on jumbo post cards and place one at each person’s place at the table.
8. When guests arrive, ask them to place their personal notes (folded) into a celebration tumbler or other glass jar, which you give to the honoree with the framed photo.

Retirement: Pocket Praise Goes Public

Goal: To recognize individuals who have served on your team or board and are moving on.

Number of people: Limited to who is on your team or board.

Time: 5 minutes to prepare cards; about 15-20 minutes for the ceremony.

Props: [Pocket Praise® cards](#), [Gift set](#).

Step-by-Step:

1. Select an individual who has completed her role on your team or your board of directors.
2. In advance of the recognition ceremony, distribute one Pocket Praise card to every member of your team or board who worked with this individual. Ask them to complete the card before the meeting.
3. At the recognition ceremony, ask the honoree to sit in a prominent place in front of the gift basket.
4. Tell a story about her that recalls a memorable experience you have had with him or her.
5. Ask her to share what she has gained or found most enjoyable about working on this team or board.
6. One by one, invite the team or board members to present their Pocket Praise cards, either reading the content out loud, or just adding the card to the gift basket.
7. Present the gift set and cards. Ask for a standing ovation.