



## Real World Team Leadership Tool 8: Celebrating

# Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

<b>Instructions</b>	This is a standard format for all 8 tools. It is designed to help you lead effective, time-limited work sessions/events. Wrapped inside the generic format are the 3 steps you need that are unique to implementing Tool 8: Celebrating. Use this tool to recognize accomplishments, boost morale and just have fun. While it may seem strange to need a tool for this, it can help you realize the most out of your good intentions!	
<b>Roles:</b>	For celebrations it is useful to have as many people involved in delivering the event as is possible and appropriate. Be sure people know what you expect from them for this occasion, how their part contributes to the whole event and what is ok/not ok behavior given the organization's culture and values.  <b>Useful roles:</b> leader, timekeeper, recorder (e.g. videocam), caterer, entertainers	
<b>Participants:</b>	Can include staff, others from the organization, family, friends, customers, clients, vendors. Be clear about why you are not inviting certain groups of people or individuals.	
<b>Time</b>	<b>Steps of the Tool</b>	<b>Responsibility</b>
<b>10 Minutes</b>	<p><b>Event Overview/Kick-Off</b> <i>(Note: Unlike the standard start for the other seven tools, this one depends on the way you and your organization celebrates.)</i></p> <ul style="list-style-type: none"> <li>✓ Assign event roles and ensure that each has the tools they need for their role</li> <li>✓ Confirm goals of the event – why this is happening and what you hope to get out of it</li> <li>✓ Confirm the sequence and time estimates for each part of the event</li> </ul>	Leader
<b>Depends on the event</b>	<p>1. <b>Mix Pleasure with Work. Options include:</b></p> <ul style="list-style-type: none"> <li>a) Recognition meal/snack/party with award ceremony (can be gag awards or substantive)</li> <li>b) Reward outing to fun event</li> <li>c) Facilitated games/contests with prizes</li> <li>d) Talent show/contest by the participants</li> <li>e) On-going playful contest or recognition ritual</li> </ul>	Participants, Leader
<b>15 Minutes</b>	<p><b>Administrative Wrap-up</b> <i>(Note: Unlike the standard ending for the other seven tools, this one depends on the event itself.)</i></p> <ul style="list-style-type: none"> <li>✓ Close the event with a summary of what happened and why</li> <li>✓ Recognize those who contributed</li> <li>✓ Solicit feedback about the event to ensure you got your money's worth from the vendors involved. This also helps in planning future events</li> </ul>	Leader