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Let's Celebrate!

Objectives

- To identify reasons for holding celebrations at work
- To plan a celebration

Estimated Time

35–45 minutes

Training Method

- Discussion

Equipment and Supplies

- Flipchart and markers

Comments

An effective leader is a cheerleader who sets up celebrations for his or her followers. These occasions honor those who have performed either individually or as a team.

The leader is somewhat like a social director when organizing and orchestrating these spirited events.

Ideally, the leader models this behavior for others to follow and with time, others in the organization begin to carry the load for planning celebrations. Some work places have a “Celebration Team” with rotating membership.

You might bring in books on planning parties and special events to help participants think about celebrations. Visit a party store or special events store for props and gift ideas.



Trainer's Notes

	Approx. time
I. Overview A. Introduce the topic: "The focus of this activity is on celebrations—why we need to have them at work and how to plan one." B. Overview: "We will list the reasons we hold celebrations, identify the elements that make up a celebration, decide when they should be held, and then list ways to celebrate."	1 minute
II. Objectives "The objectives are to identify reasons for holding celebrations at work and to plan a celebration."	
III. Why Celebrate? A. With the participants, brainstorm a list of reasons for holding celebrations at work. Reasons can include: <ul style="list-style-type: none">• To recognize and reward progress made by individuals and teams• To have fun• To recognize benchmarks and turning points on the way toward some goal B. List the benefits to the organization of having celebrations: <ul style="list-style-type: none">• Increased self-esteem of employees• Increased job satisfaction• Increased desire to give more of what is asked of us	5 minutes
IV. What Is a Celebration? A. By definition, a celebration is also a ritual, jubilee, kick-off, rally, ceremony, observance, and commemoration B. List all of the occasions when we hold celebrations, including national holidays, religious holidays, birthdays, weddings, homecomings, openings for businesses and new homes.	5–10 minutes



	Approx. time
<p>C. What do these celebrations have as common elements?</p> <ul style="list-style-type: none"> • Food and drink • Celebrants are happy and joyful • Props • Music • Public location <p>D. What could be the elements of a work-based celebration? In addition to the previous list, James Kouzes and Barry Posner, in <i>The Leadership Challenge</i>, suggest that celebrations are based on three central principles:</p> <ol style="list-style-type: none"> 1. There is a focus on key values. 2. Celebrations provide public recognition. 3. The leader is always involved. 	
<p>V. When to Hold Celebrations</p> <p>A. Hold celebrations based on your goals. For example, if the goal is to get ten new contracts, hold a celebration when it is achieved. Make the goals reachable, and then stretch the goals for the next celebration.</p> <p>B. Hold celebrations at regularly scheduled times. For example, at an annual picnic or party, or at quarterly departmental meetings.</p> <p>C. Hold celebrations spontaneously—whenever a group merits one, do it.</p>	5 minutes
<p>VI. Ways to Celebrate</p> <p>A. Guidelines:</p> <ul style="list-style-type: none"> • Be authentic. • Be creative. • Have fun. <p>B. Examples:</p> <ul style="list-style-type: none"> • Hold a “Thank goodness it’s the end of the month” event. • Have a “Thank You Circle”—each person is thanked by several people. • Provide champagne or food at junction points in long projects. 	5–10 minutes



	Approx. time
<ul style="list-style-type: none">• Mark milestones: Post the timeline for a project in a central place; at weekly meetings, teams color in progress made that week.• Celebrate your survival through a difficult period. Re-tell the sequence of events so that it is humorous.• Plan a celebration after a report is completed.• Re-write the history of your organization or project, adding funny twists and odd characters to the retelling.• Use props that are funny and also represent the award you want to give (for example: a huge sombrero for someone whose head is always full of big ideas, a clown's nose for the person who sniffs out solutions, and a rubber band for a flexible person).• Write raps or take offs on popular music, with new words to fit the company's or project's accomplishment• Add lots of color with streamers, balloons, and items found in party stores.• Invite customers or spouses. <p>VII. Application</p> <p>A. Form small groups of 2–4 people. Ask participants to think of something that deserves celebrating and to plan the details. Be sure to include something that happened in this training session so that the celebration can really happen.</p> <p>B. Now, celebrate!</p> <p>VIII. Summary</p> <p>A. Summarize this activity.</p> <p>B. Make a transition to the next activity.</p>	<p>10 minutes</p> <p>1 minute</p>