

# POTLUCK LUNCH

*What your company should provide and ask employees to contribute*

THE RIGHT PEOPLE MAKE A DIFFERENCE.

HAPPY THANKSGIVING!

## Thanksgiving in the Workplace

Celebrating Thanksgiving at your office a few days before the holiday can be a fun tradition to bring your employees together. Having a Thanksgiving themed potluck lunch is about adopting an attitude of gratitude – it's not supposed to be a burden. Thanksgiving is about bringing everyone at work together and encouraging appreciation.

### What Should My Company Provide?

At a minimum, the company hosting the event should provide main dish, such as the honorary **Thanksgiving staple... the turkey**. You may want to provide ham or another option for vegetarian employees. Aside from the main dish, it's also a good idea to provide the decorations, beverages, and arrange Thanksgiving-themed games or activities like Thanksgiving [Trivia](#) or Bingo.

### What Should Employees Contribute?

Encourage employee participation, but remind that taking part is voluntary. Employees should contribute side dishes and/or desserts- both which are relatively inexpensive and allows your employees to express their creativity or showcase their favorite meal.

You can delegate certain courses to different departments- HR brings casseroles, Accounting brings salad, IT brings desserts- and so forth- or post a Potluck sign-up sheet in your lunch area or send out an online sign-up sheet easily with [Google Sheets](#).

### Keeping Employees Engaged and Productive During the Holidays

Start giving out awards. During the weeks between Thanksgiving and right after the New Year, begin a tradition of handing out weekly employee recognition awards. This will encourage employees to continue to work hard and will motivate them when motivation is hard to come by during Q4. 80% of employees say that **being recognized motivates** them in their job. So remember to thank your employees for a job well done -- and not just this holiday season but every day, year-round.

### Put the "Thanks" in Thanksgiving

Have a "Thank You" Wall to show your employees appreciation, and give them the chance to do the same for their coworkers.



GRAB A STICKY NOTE- WRITE DOWN A COMPLIMENT- MAKE SOMEONE'S DAY!



### Boost Employee Morale

A holiday celebration builds positive morale which results in increased employee motivation. We surveyed our employees asking what they really wanted from their employers at Thanksgiving. More than half said they'd **enjoy not being required to work the day before and after the holiday**. Other benefits included cash bonuses or a pre-holiday meal at work.

NOVEMBER 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		