

**Celebrate
HUMAN RESOURCES!**



March 13 - 19, 2016

HEALTH CARE HR WEEK TOOLKIT

HEALTH CARE HR WEEK 2016 TOOLKIT

The week of **March 13-19, 2016**, has been designated to encourage the acknowledgement of and appreciation for human resources professionals who work in hospitals and health care organizations across the continuum of care. They will be recognized for the daily actions they take in areas such as workforce strategy and development, compensation and benefits, employee/labor relations, talent acquisition and management, wellness, etc. ASHHRA encourages everyone to get involved in this week-long celebration.



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(ASHHRA)

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This toolkit was designed to give health care human resources (HR) professionals ideas on how to encourage and implement recognition activities created for Health Care HR Week. It is important to note that each organization is free to celebrate the week in the manner that is most meaningful for their culture. ASHHRA has simply presented these ideas to encourage those who would like to adopt them.

The toolkit lays out an activity for each day and provides tips on who could be involved, resources needed and desired and actual (requires measurements by those involved) outcomes.

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Health Care HR Week At-a-Glance March 13 – 19, 2016

ASHHRA has designated the week of March 13 – 19, 2016, to acknowledge health care human resources professionals for their hard work and dedication and express appreciation for the impact they have on health care human resources issues. ASHHRA encourages all members of the health care community to get involved in recognizing the value and efforts of health care HR professionals.



March 13 - 19, 2016

Date	Activity	Activity Description	Resources to Use
Sunday, March 13	Unique HR Request Day	Discover the most unique requests you and your colleagues in HR have ever received (without revealing any confidential information, of course!) and discuss how you addressed the request.	Unique requests from staff, coordinator, paper
Monday, March 14	Know Your Health Care HR Professional Day	Hold a contest using a brief questionnaire to ask employees around the organization to define the responsibilities of the HR department. The top three winners will receive a prize.	Contest questions, list of prizes
Tuesday, March 15	Pat-on-the-Back Day	The CEO in your organization comes to say "thank you" to the HR Department.	Health Care HR Week Toolkit
Wednesday, March 16	Wellness Day	Create a wellness activity or program for the HR team: invite a speaker and suppliers on healthy foods to support a lunch, plan a group walk or exercise session, offer a stress management component, ask each participant to share their favorite wellness resource (app, video, book, idea) with the group. Offer incentives for participating. Invite others to join you. Most importantly, have fun!	Health Care HR Week Toolkit, healthy snack, giveaways
Thursday, March 17	Luncheon Celebration	Hold a luncheon in your organization to celebrate the work of your HR professionals and invite others in the organization to come express appreciation to the HR staff.	Health Care HR Week Toolkit
Friday, March 18	Cover-Me-for-Lunch Day	For an hour and a half, the HR non-managers and managers switch jobs; the goal is to learn what the other does day to day and gain a greater appreciation for one another.	Health Care HR Week Toolkit
Saturday, March 19	Career Share Day	Select a group or organization within your community to share your health care HR expertise with by contributing resume writing, interviewing skills, networking strategies, seminars on getting hired, how to shine, turning a 'no' into a 'yes,' etc., or talking about careers in health care HR.	Health Care HR Week Toolkit, healthy snack, giveaways



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Unique HR Request Day

Discover the most unique requests you and your colleagues in HR have ever received (without revealing any confidential information, of course!) and discuss how you utilized your problem solving skills or proactive approach to address the request.

Activity Implementation

Within a larger department, a coordinator can ask the HR staff to email them the most unique request they have ever received (without revealing any confidential information) and then print each response on a piece of paper to be posted on a board in a common area. One option is to have each staff guess who submitted which request (making it a game), and then discuss how the request was addressed.

Within smaller departments, you can take this activity online. Start a discussion in the ASHHRA LinkedIn group or on AHA Smart Market to engage others in sharing their experiences and ideas.

Tools and Resources Suggested

- Coordinator to collect and print responses
- Paper
- Social Networking platform for virtual sharing (LinkedIn, Twitter, AHA Smart Market)

Expected Outcome

The staff will learn about each other's experiences and gain a deeper appreciation for the talent of colleagues after discussing how the requests were addressed.



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Know Your Health Care HR Professional

Health Care Day Topics Defined

Hold a contest using a brief questionnaire to ask employees in the health care organization to define the responsibilities of the HR department. The top three winners will receive a prize.

Activity Implementation

Create a list of questions to ask employees within the organization to find out how much they know about the role of human resources. The names of the employees who participate in the contest will be placed into a raffle drum for a chance to win a fabulous prize (prizes should be identified by each organization). To get everyone started, the organization can manage this activity in a couple of ways:

Option 1 – Quick & Easy

Make the contest questions available in common areas of the organization along with a flyer describing how to participate and where and when to drop off completed questions.

Option 2 – Interpersonal Connection

Invite the staff to the cafeteria or other common area for a 15-minute gathering to kick off the contest.

- 10:00 a.m.: All employees will be invited to gather together in a lounge, and the HR manager can thank everyone for coming and give a quick overview on the contest and Health Care HR in general.
- 10:15 a.m.: Each employee gets a questionnaire with 10 questions. They need to answer these questions within 10 minutes and then drop them into a collection box.
- 10:20 a.m.: HR will collect all questionnaires from employees. Distribute a giveaway to all employees who met in the cafeteria as a special thanks for participating.
- 2:00 p.m.: The HR department will draw the winners. At their discretion, they can select the number of winners they choose. It would be great to also post the answers to the questions and the winners.

Tools and Resources Suggested

- The questionnaire on “How Well Do You Know Your HR Department?”
- The flyer for posting around the organization.

Duration of Activity

Up to two hours or however long the department designates.

Expected Outcome

Increased understanding of how HR can help each employee.

Actual Outcome

Based upon the answers to the questions, HR will know how well the employees know what they do.



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How Well Do You Know Your HR Department?

1. What is the definition of health care HR?

2. When is open enrollment for employee benefits? _____
3. Name three responsibilities of human resources.
 1. _____
 2. _____
 3. _____
4. Where is the HR department located (List name of building and floor)?

5. What is the name of the senior manager in the HR department?

6. What number do you call to speak confidentially with an HR representative?

7. Who do you contact with a change-in-life event in regard to your benefits?

8. Who do you contact with a change that will affect your paycheck?

9. Who do you contact if you want to apply for an internal position?

10. What number do you call if you want to anonymously report a concern within the organization?

Name: _____ Extension: _____

Please complete and turn in to the HR Department by 2:15 p.m.



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Pat-on-the-Back Day

The CEO in your organization comes to say “thank you” to the HR Department.

Activity Implementation

A designee from the HR department could download from the ASHHRA website the press release on Health Care HR Week and send it to the CEO of the organization with this activity circled. It is also suggested that a hand written note accompany the press release with a request to visit the HR department to thank the employees. This information should be hand carried to the CEO instead of by email or intercompany mail. It is also a nice gesture of appreciation for executive management to purchase breakfast or lunch for added appeal.

Tools and Resources Suggested

- The ASHHRA press release
- Hand written note to CEO
- Health Care HR Week schedule that defines this activity (see page 3)
- The date that the CEO is invited to meet with the HR staff.

Duration of Activity

15 - 20 minutes at some point during the day.

Expected Outcome

The HR employees feeling more appreciated by the C-suite for their contributions to the organization.

Actual Outcome

The HR department could make available a comments box so employees can write their anonymous thoughts about the activity and their overall thoughts about their interactions with senior management.



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Hospital Wellness Day

Create a wellness activity or program for the HR team: invite a speaker and suppliers on healthy foods to support a lunch, plan a group walk or exercise session, offer a stress management component, ask each participant to share their favorite wellness resource (app, video, book, idea) with the group. Offer incentives for participating. Invite others to join you. Most importantly, have fun!



Activity Implementation

Invite local agencies or organizations to inform your employees on health, diet and fitness. A great location for this event could be the staff lounge or another common area of your facility.

Tools and Resources Suggested

- Table, chairs, and equipment for presentation, if needed
- Event signage
- Beverages and healthy snacks
- Giveaways for attendees.

Duration of Activity

One hour to six hours, depending on the variety of ideas implemented.

Desired Outcome

An informed workforce on the importance of being healthy and the connection to increased work productivity and improved patient care.

Actual Outcome

Prior to the event, set a goal for the number of people who will participate; record and report on the actual number of individuals involved. Capture evaluation scores for each presenter to assess participant satisfaction and likelihood of taking on new actions to increase their own personal wellness.

Types of Activities and Programs

- Speakers on nutrition, fitness and well-being
- Healthy cooking demonstrations
- Stress management techniques
- Review wellness resources
- Information about specific health considerations (e.g., foot care, lung capacity, cholesterol, blood pressure, pulse).



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Examples of Potential Partners

- American Hospital Association
- American Heart Association
- American Red Cross
- Fitness Magazine
- LA Fitness
- Equinox
- Whole Foods
- Amy's Kitchen
- Green & Black's
- Organic Valley
- Stress Engineering Services

The logo for fitness, with the word "fitness" in a lowercase, blue, sans-serif font.



Employees can get handouts and giveaways.

NOTE: These logos are used for the sake of this toolkit and are not to be used on any printed or electronic materials without written approval from the companies.



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Luncheon Celebration Day

Hold a luncheon in your organization to celebrate the work of the HR professional and have others in the organization connect with the HR staff in person.

Activity Implementation

This could be a human resources department sponsored event to recognize the employees of the organization for their hard work. HR can also use this opportunity to promote the upcoming events such as Career Fairs and Health Fairs, as well as provide other information that employees should know.

Tools and Resources Suggested

- Healthy lunch menu and venue (cafeteria)
- Flyers for upcoming events
- Other information that HR wants to share with employees.

Duration of Activity

11 a.m. - 1 p.m.

Desired Outcome

Boost morale by providing complimentary lunch, increase employees' awareness of events and encourage interaction with HR staff in a more casual environment.



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Cover-Me-for-Lunch Day

For an hour and a half, the HR staff and managers switch jobs; the goal is to experience first-hand what the other does day-to-day and gain a greater appreciation for one another.

Activity Implementation

To be as fair as possible, the department head should put the names of all HR staff into a hat and have each person draw a name. This determines whose job they will perform. For example, John draws Betty's name from the hat, so John will perform Betty's job duties; Betty draws Bob's name and she will perform his duties; and so on.

Tools and Resources Suggested

- One paragraph of the job description that should be done for the specified period in which the job will be covered
- Work space for the staff member to perform the duty exchange
- A good attitude and open mind.

Duration of Activity

Up to two hours or however long the department designates.

Desired Outcome

Each staff member gains an appreciation for what the other does on a daily basis.

Actual Outcome

Shortly after the activity, and no more than one week later, the department meets to talk about the experience and what was learned.



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Career Share Day

Select a group or organization within your community to share your health care HR expertise with by contributing resume writing, interviewing skills, networking strategies, seminars on getting hired, how to shine, turning a 'no' into a 'yes,' etc. HR employees could also visit a local high school or college to talk about careers in health care HR or about job openings at the organization in general.

Activity Implementation

There are a number of options that can be implemented here:

Option 1

The HR staff could visit a local high school to talk about job preparation.

Option 2

The HR staff could visit a local college or university and talk about careers in health care HR.

Option 3

The HR staff could provide resume writing and interviewing skills, in addition to workshops on enhancing one's interpersonal skills, networking, and overall written and verbal communication skills. The scope of the workshops can be determined by the goals and culture of each organization.

Tools and Resources Suggested

- List of workshops
- Flier promoting the event
- List of coaching sessions on resume writing and interviewing.

Duration of Activity

10 a.m. - 4 p.m.

Desired Outcome

Employees will have a career development event that provides them with tools and resources to help them grow in their profession. Also, it further demonstrates the value of HR in the eyes of the employees.

Actual Outcome

Prior to the event, forecast the number of individuals that will benefit from the career share efforts, then keep track of the actual number that participate. Distribute a participant feedback survey to assess the success of the event.



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2015 Activities from Your ASHHRA Peers

We have gathered some of the activities submitted by your fellow ASHHRA members, and we think what you're doing to recognize Health Care HR Week is just stellar! We hope sharing these submissions with you can spark more ideas and creativity on how to celebrate this important week!

We had a great time during HR Healthcare Week!!! The week gave us an opportunity to engage staff in a more personal way. At the beginning of the week we served breakfast to staff and had a HR daily quiz and crossword puzzle. The entire HR Team rounded together on all shifts that made Associates feel appreciated. We hope to implement bigger and better things next year.

Paul Haven, Vice President Human Resources, Doctors Hospital Health System

We started the week off with a Thank You Letter from the Chief People Officer of HSHS and a Pizza Party for our People Team. The HSHS EWD-Chief People Officer gave us the following "assignments" during the week.

- Pick up the phone or email someone you work with outside of EWD in People Services and thank them for the work that they do! Share with them the value you see in them impacting Health Care People.
- Share a story today with each other on what inspires you being in Health Care People (HR).
- Celebrate what brings value to the health care People professional by reaching out to a different People role than yours and find out what brings value to that individual in their role.

Sarah K. Wasmer, PHR, Manager, People Services, HSHS Eastern Wisconsin Division, HSHS St. Vincent Hospital, HSHS St. Mary's Hospital Medical Center

We had a fantastic celebration of Healthcare HR Week at Wentworth-Douglass Health System!

Monday - Wellness Day. We take care of others all year; this week is time to take care of ourselves! Opt in on none, one, or all of these activities!

- Chair Massage from 10 am to 12 pm in Auditorium D/Eastwood Auditorium courtesy of the Integrative Therapies Department
- Wellness "bar" - healthy snacks available all day in the HR Conference Room
- Meditation Session - Holly Roche to lead a meditation session at 1:30 pm in the DF Richard room.

Tuesday - St. Patrick's Day!

- Wear Your Green and let's celebrate the Gift of the Blarney!

Wednesday - Calisthenics, Cupcakes & Comedy!

- Enjoy an "active" presentation by Ben Otis PT from Rehab Services to get our blood pumping, and then enjoy a cupcake and some fun comedy - because laughter really is the best medicine! 3 pm to 4 pm in Auditorium D/Eastwood Auditorium.



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Thursday - LUNCH!

- We will put a flip chart in the break room March 12th with a list of 4 take out restaurant options and you can vote for your favorite.
- LUNCH will be 12 pm to 1 pm in DeColmaker Room.
- THANK YOU TO HR TEAM from the Executive Team. Guest Attendee, Peter Walcek, CFO. Please feel free to ask any questions you may have about WDHS, HR or other topics.

Friday - Fun!

- Guess how many jelly beans are in the jar - winner receives a gift card!
- We'll put the same jar on the Front Desk and have employees guess to win a gift card too!

Christi Blanchard RN, MS, PHR, Director HR Analytics & Effectiveness, Wentworth-Douglass Health System



The Human Resources department at Mountain States Health Alliance had a great time celebrating Healthcare Human Resources Week this year. We celebrated with an event each day, see attached calendar. We had things like Walkabout Wednesday where the HR department had healthy snacks and went for a walk in the afternoon, Taco Friday where the HR leadership bought and served tacos to the staff, find the four leaf clover on St. Patrick's Day and several other things. We also gave out some prizes throughout the week like gift cards and movie tickets. One event the staff particularly like was Bagels and Bingo. We created a bingo card made up of unique things about each team member, and then the staff had to go around and fill in the names of the HR team member matching the unique thing.

Monday March 16 Start your work week off right with bagels and bingo!	Tuesday March 17 Find the 4-Leaf Clover. Winner will receive a \$25 gift card to Target!	Wednesday March 18 Walkabout Wednesday! Bring your tennis shoes and let's move! Healthy snacks to follow!	Thursday March 19 Word Search- Winner receives 4 movie tickets!!	Friday March 20 Keep Calm and have a taco! Taco Bar for lunch.
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James (Jamie) E. Parsons, SPHR, FACHE, CHHR, Vice President/Chief Human Resources Officer, Mountain States Health Alliance



Monday	Tuesday	Wednesday	Thursday	Friday
Hand written Thank you card to HR staff House wide Search-A-Word Contest	Green Treats & Chair Massages for HR Staff	Pizza Lunch for HR Staff	HR related gifts for HR Staff	End of week Cake for HR staff Draw names for House wide prizes
New Employee Orientation				

Jennifer C. Buciencki, SPHR, VP of Human Resources, Hayes Green Beach Memorial Hospital

Breakfast Tacos for the HR Team and we received lots of emails and online recognition through our Applause program from management and staff thanking us for all we do!

Leanna Nalley, SPHR, Entity Human Resources Officer, Texas Health Resources: Arlington Memorial, Harris Methodist and Presbyterian Hospitals

We have celebrated HR week with a news release and a picture of our HR staff in the local paper, a cookie and punch reception, and gift baskets for the staff. Many "thank you for all you do" comments from staff were very much appreciated!

Pamela R. Wheeler, Human Resource Director, Scott County Hospital, Inc.

The week was awesome! We had several departments and individual staff wish us a happy week with gifts and emails. It was really nice to know we are appreciated. Over the week, we were treated with a breakfast on Monday plus celebrated one of our staff's birthday.

Tuesday, we had a much needed 10 minute message. So relaxing! On Wednesday, we had pizza brought in to the department. We did a lot of talking and laughing.

To help us celebrate the week, we wanted to get the Hospital involved playing a game with the winner receiving a prize. To our surprise, over 90 % participated. A week to remember!

Wanda Kolodziejcyk, PHR SHRM-CP, Human Resources Manager, CUERO Community Hospital

My HR Assistant and I were surprised with beautiful, cheery yellow flower bouquets and thank you cards from our Executive Director. We also were given sweet treats at a party with our colleagues. It was a great recognition and I'm grateful to work with such wonderful people.

Tracey Cook, PHR, Human Resources Director, Windsor Park



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We have been celebrating our HR team all week but today (Thursday) was our “big day”. We started this morning with a session with one of our Coordinated Health trainers (we have significant presence in orthopedics, rehab and fitness and have a team of PT’s and trainers dedicated to helping patients get back to pre-injury levels of fitness, and improve strength and conditioning), who showed us stretching and strengthening exercises designed particularly to help employees who spend significant time sitting at their desks. Everyone really appreciated the opportunity to take a little time for ourselves (which we don’t often do!) and learn better ways to take care of our own health.

In the middle of the day, we had a potluck lunch for the HR team (also attended by a couple other senior leaders, including our CIO) – everyone enjoyed sharing dishes and recipes!

During lunch, we did a “Pat You on the Back” activity. Every member of the team had a large piece of cardstock with their name on it. Every other member of the team took some time to write a statement or word of appreciation about each team member and when we were done, we shared some of those appreciations with each other – including such kind words about excellence in various areas, skills and capabilities, good senses of humor, and abilities in listening skills, empathy, kindness and general team camaraderie. We are now all proudly displaying our “Pat on the Back” cards at our desks from now on as small reminders of how we are all appreciated throughout the year.

We had a great day – and are having a great week! We will finish the week with an off-site lunch at a local restaurant, hosted by myself and our HR Director.

Vickie Kozhushchenko, Human Resources, Coordinated Health



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At the Lehigh Valley Health Network, the HR Leaders celebrated with the HR team by providing "HR

Luck of the Irish Lunch".

Debby Patrick, Senior Vice President, Human Resources, Lehigh Valley Health Network

It has been a fun filled week for the HR Team at YRMC! Here is a breakdown of the fun activities we've enjoyed!

Monday - Mark Timm, Executive Director of HR, and our HR Managers treated the team to bagels from Einstein Brothers and orange juice that stated we are 'SIMPLY the Best!' A 'Who's That Baby' contest was also kicked off for the HR Division.



Tuesday - When the team arrived to work, a little treat was waiting for us....Extra sugar free gum thanking us for 'going the EXTRA mile for YRMC'!





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Wednesday – Another fun treat, Stress Relief Prescription, consisting of bubble wrap and instructions for use. Some folks had to have their ‘prescription’ refilled by lunch! The team was treated to a special lunch full of delicious food, funny stories and a lot of laughter.



Thursday – Leaders don’t let their team drink bad coffee! The team was surprised with a card thanking us ‘a latte’ for our hard work. In it was a \$5 gift card to Starbucks. The winners of the baby photo contest were announced, and were given gift certificates for 30-minute massages.

Many of our team has expressed how fun this week has been, some don’t want it to end! We are looking forward to what tomorrow brings!!!

Jacki Kendig, Human Resources Administrative Assistant, Yavapai Regional Medical Center

We have a department of three, so this week:

Monday - I gave the staff a gift box from a popular site that encourages teamwork and individual responsibility. It contained various items to help them remember how to smile and keep calm when dealing with employees.

Tuesday - lunch off site (my treat)

Wednesday - a made to order omelet breakfast attended by our entire Administrative Team.

Thursday - they were given HR jigsaw puzzles and whimsical note pads.

An announcement was also made in our e-newsletter and personally sent to all users to invite employees to join me in celebrating my team. The email included a word search of HR activities to help educate employees on all we really do. Emails have been coming in from employees sending good wishes and thanks. It's great to have a pat on the back from other departments to know that they really do appreciate our help.

It was a great week to help me remember to thank them for all they do to keep the department running. They do an awesome job.

Michele Batiste, Human Resources Director, Preston Memorial Hospital



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Here are the activities for Palmetto Health HR:



Palmetto Health is having a great week!! Attached picture is of a goody bag prepared by our Health Care HR Week Champions led by Susan Rowley.

Monday – Breakfast with the stars: We each draw the name of a famous person and had the group guess who we were and shared a potluck breakfast

Tuesday – Team Day: We played a jeopardy game with facts about the HR team, our organization, our state, and common HR acronyms

Wednesday – Wellness Day: Each team member received a healthy snack bag and had the opportunity for a 10 minute chair massage.

Thursday – Thank you Day: Each team member drew the names of three persons on our team and wrote a personalized thank you card. We also had awesome cupcakes to celebrate our team.

Friday – Fun Day: The team can wear jeans to work and we're going to have a corn hole game tournament.

We pulled this together in two meetings. The first meeting we looked at activities from other organizations that were listed on the ASHHRA website. We developed a tentative schedule for the week, and each planning team member had assignments.

We received approval from the HR leadership team to move forward with the activities and met again to finalize the schedule and each person's role on the team.

Our team has enjoyed the recognition and team building activities to celebrate our special week.

Ed Bell, MHA, CCP, CBP, GRP, Manager, Performance Improvement and Analytics, Human Resources, Palmetto Health

Susan Rowley, MBA, SPHR, Director, Compensation, HRIS & Data Analytics, Palmetto Health

At The Christ Hospital Health Network in Cincinnati celebrated by:

Monday – Personal delivery of Thank You cards and cookies to each staff member by department management team.

Tuesday – St. Patrick's Day – Distributed Powerball and scratch off tickets for "Luck of the Irish" to try to make everyone millionaires!

Wednesday – Ordered lunch for everyone and had a "get to know you" game to see who could match the most names with their response to the question "what career might you be working in if not HR"? We found out some things we didn't know about each other! Winner received a gasoline gift card.

Thursday – Made S'mores with a portable S'more maker.



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Friday – Made quesadillas and had a salsa sampling party.

Rhonda Schmalzried, Director, Human Resources, The Christ Hospital Health Network

Here is what our team has/is doing to celebrate the week... Our service project during HR Week was making a tie fleece blanket for a boy and girl in the Big Brother/Big Sister program. The attached picture shows the two blankets completed by the team. Karen Hensal led the project.

Day	Celebration Activity
Monday	1. HRD Thank You Day- Everyone will be provided three (#) Thank You notes to write to fellow HRD Team members for the work they have done this past year. In addition you'll be provided one (!) Thank You note to send someone (internal or external) that has inspired or encouraged you to be an HR professional. 2. Snack Day- Bring in your favorite yummy snack. Surprise everyone with your snack- no signup!
Tuesday	Potluck Day- The famous HRD Potluck returns. Signup sheet will be posted in north office. Food can contain good carbs, bad carbs or no carbs! Also bring one item in for FACC Pantry donation!
Wednesday	1. Quiz Day- A special HRD quiz will be sent out and have to be returned by the next day (Friday). Winners (multiple) will receive prizes! 2. I Luv HR Day- There will be special surprises for all!
Thursday	Service Project- To help Big Brothers/Big Sisters we'll make 1 or 2 fleece tie blankets for the kids. Plan for 1 hour of fun!
Friday	Dilly Bar Day- Len provides Dilly Bars for all!



Len Carter, Vice President Human Resources, FHN