



The week of March 15 – 21, 2015, 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.

MARCH
15 – 21,
2015

HEALTH CARE HR WEEK TOOLKIT



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About the Toolkit

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 15 – 21, 2015

ASHHRA has designated the week of March 15 – 21, 2015, 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.

Date	Activity	Activity Description	Resources to Use
Sunday, March 15	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 AHA SmartMarket
Monday, March 16	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 17	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 18	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 19	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 20	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 21	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

NOTE: The events above are suggested by ASHHRA. Health care HR professionals can use these or use the ideas to create their own events. While something is suggested for each day of Health Care HR Week, events can be celebrated on the day that best aligns with the culture and operations of an organization.



Unique HR Request Day

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.



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.



Know Your Health Care HR Professional

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.



Pat-on-the-Back Day

Pat-on-the-Back Day Defined

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.



Hospital Wellness Day

Wellness Day Defined

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).



Hospital Wellness Day *continued*

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



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.*



Luncheon Celebration Day

Luncheon Celebration Day Defined

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.



Cover-Me-for-Lunch Day

Cover-Me-For-Lunch Defined

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.



Career Share Day

Career Share Day Defined

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.



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!

From: **Stanly Regional Medical Center HR** (*Albemarle, N.C.*)

Submitted by: Karyn Whitley

We are indeed celebrating Health Care HR Week!

Monday started off with a Word Search with HR terminology being sent out to all employees. Completed puzzles are being put in a drawing for some great prizes.

We will also have an ice cream social this week.

In addition, we're going to have a guess the number of M&Ms in a jar. Winner gets the jar as a prize.

We've got tote bags and other goodies to give away throughout the week.

Wednesday will be our HR luncheon. We're having potluck: chicken pot pie, pound cake, fruit tray, salad and barbecue.

What a great week!

From: **CHRISTUS Santa Rosa Health System** (*New Braunfels, Texas*)

Submitted by: Dana Brandt

We put all our HR staff names in a hat and have had a prize drawing each day this week. The HR managers also brought in lunch one day this week for the staff. As the manager, I announced the week-long celebration to our hospital managers and they have been coming by the department to thank the staff for the job they do. One Nursing manager even brought us all thank you gifts!

From: **St. Vincent Heart Center of Indiana**

Submitted by: Liz Kester

Thank you to ASHHRA for keeping us reminded of this great opportunity for reward and recognition of our HR teams.

Monday – Coffee bar introduced in HR area with sign for Healthcare HR Week Thank You.

Tuesday – President attended HR meeting (surprise) to discuss current project and thank HR team.

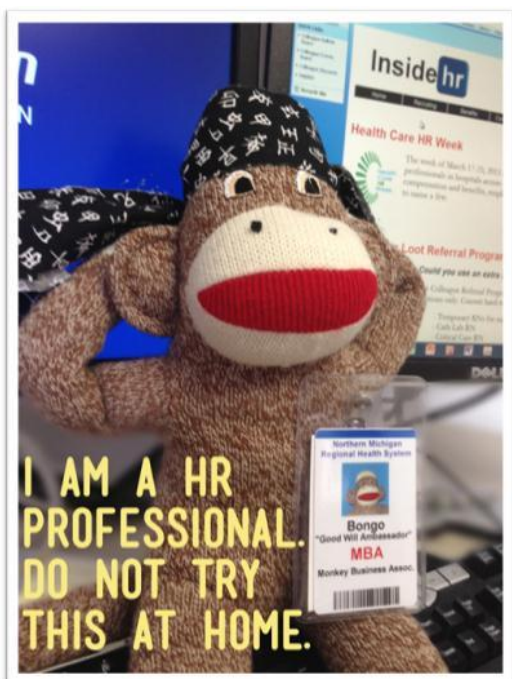
Wednesday – HR VP delivered dessert to cross functional team meeting. HR Day recognized on daily leadership call.

Thursday – HR Team given “Every little thing is going to be alright” key chains for current project.

Friday – COO/CNO dropped into HR meeting (surprise) to thank HR team.

From: **McLaren Northern Michigan** (*Petoskey, MI*)

Submitted by: Scott VanHuis



This year our HR team celebrated Health Care HR Week by focusing on “Moomba.” Moomba is an aboriginal term that loosely translated means “let’s get together and have some fun.” We had the Health Care HR Week flyers posted prominently throughout our offices as well as on our intranet site letting all our organization know that we were celebrating HR Week. Each day throughout the week there were different homemade treats brought in by HR management. After all, it’s not a celebration without some food! We finished the week with our Vice President, Human Resources throwing a large pizza party in our executive boardroom for the entire HR department. We even had some good laughs playing a game of Hedbanz while we enjoyed our pizza!

As part of the Moomba spirit, our HR department often emails funny jokes or pictures among each other as a way to break the usually serious business of HR. Health Care HR week was no exception! Our HR team has adopted a sock monkey we affectionately named Bongo as our department mascot. It is not uncommon to find Bongo being dressed up and put in different people’s offices to celebrate birthdays or just relieve

some stress. Throughout the week Bongo was busy celebrating Health Care HR Week with us. I think the pictures and video are good evidence of that!

Thank you to ASHHRA for promoting Health Care HR Week. We look forward to celebrating again next year!

From: **Baptist Health Care** (*Pensacola, Fla.*)
Submitted by: Elizabeth J. Crowe

The HR Department at Baptist Health Care in Pensacola, FL enjoyed a week filled with activities to recognize Health Care HR Week. Here are some of the things we did:

On Monday, we welcomed our President and CEO, Mark Faulkner. Mark addressed the challenges facing health care in general, and HR in particular, for the next few years. Our activity for the day: Each person wrote their name on a star, and passed the paper to their right. That person wrote something positive about the "star," then again passed it to the right. By the time the paper made its way around the room, it was filled with positive comments about the "Star." All of the stars were posted on a bulletin board for the week. We also gave out goody bags filled with such things as pedometers, "Happy Team Members, Happy Patients" memo pads, bookmarks, etc.

Our group enjoyed a Hollywood themed "Breakfast with the Stars" on Tuesday morning during our Daily Line Up meeting. The healthy breakfast bar included yogurt, granola toppings, fresh fruit, cereal bars, and "no sugar added" juices. (Just FYI - we were the stars!!)

Wednesday, we played "HR Jeopardy" during our catered BBQ luncheon. The game featured categories including BENEFITS, PAYROLL, EMPLOYMENT & RECRUITMENT, EMPLOYEE RELATIONS, and PEOPLE DEVELOPMENT (representing each department within our office). It was a great way to refresh our own knowledge of the department policies, etc. Each member of the winning team won a Target gift card! Fierce competition!!

Our Healthy Lives wellness team attended our Thursday morning Daily Line Up meeting to jump start our day. They taught us a new warm up exercise dance routine to get our blood pumping. In keeping with the wellness theme, we also provided each person in the office with a decorative tin filled with a healthy snack mix.

On Friday, the directors of each department within HR handed out handwritten thank you notes to their staff members. In addition, they each awarded one person with an award for going above and beyond. The award itself was a small construction-like cone reading "Bravo" or "Great Job." These awards will become traveling awards each week. To finish off the week, we had a 10 minutes scavenger hunt in the office. The winner found 14 out of the 15 items listed, and won a Target gift card!!

Each day, we gave away a door prize too!

It was refreshing to spend a little extra time together as a team and put our individual schedules and projects on hold for a few minutes each day!

From: **Touchette Regional Hospital** (*Centreville, Ill.*)
Submitted by: Shirley Simmons

This week is Health Care Human Resources Week. We have activities planned for your participation throughout the week.

Tuesday, 18th – Human Resources Word Search - Complete the Word Search and turn in to HR by 4:30 pm. Two winners will be randomly chosen out of completed entries.

Wednesday, 19th – Human Resources Trivia – Two winners will be randomly chosen out of completed entries.

Thursday, 20th - Open house 11 am – 1:30 pm. Come by for a snack and participate in the “How well you know your HR Team” activity. You’ll be able to print this activity sheet on Thursday.

Friday, 21st – HR staff appreciation lunch – The HR office will be closed from 11 am – 1 pm.

Stop by anytime Tuesday – Friday during our business hours and see our display!

Thanks for supporting us as we keep the “human” in resources!

From: **The Medical Center of Plano** (*Plano, Texas*)
Submitted by: Jennifer Morris, MAOM, PHR

Monday, March 18
Kick-off our week long celebration with ice cream sundaes in the HR break room!

Tuesday, March 19
What’s in a Name?
Learn about your coworkers and get your HR week gift!

Wednesday, March 20
We are the champions! Get ready to compete against your coworkers in the Wii Olympics!

Thursday, March 21
Who better to celebrate with than the people you work with every day! Enjoy lunch from Macaroni Grill!

Friday, March 22
Finish off the week by enjoying breakfast tacos from Fuzzy’s Taco Shop!

From: **Abington Health** (*Abington, PA*)
Submitted by: Megan Patton

Monday - HR Treat (cookies with AMH HR Logo) and our monthly Reward and Recognition prize drawing
Tuesday - Wellness Bags containing a pedometer, hand sanitizers, oranges, granola bars and water bottles.

Wednesday - Mexican Fiesta and prizes. Lunch was provided for all staff.

Thursday - AH water bottles and soft pretzels packaged with inspirational quotes.

Friday - Spring Training. Phillies gear and Jeans plus yogurt bar for breakfast.

From: **Kingman Regional Medical Center** (*Kingman, Ariz.*)
Submitted by: Terrie Naylor

We had an amazing week!

On Monday, our CHRO, Heather Crowl, and our Manager, Tommy Taylor treated us to made-to-order breakfasts in the hospital board room. We were all wearing our new HR polo shirts, purchased by them, when our CEO came in to talk to us.

On Wednesday, we were treated to 15 minute chair massages from one of our Wellness Center masseuses.

Heather sent out an email Monday about HR week so, all week, we've been getting random emails from various people in the hospital thanking us for what we do. She's been pinning those emails up for us to see. It's a nice thing to walk in to every day.

I really feel thankful for working for such a wonderful organization and for managers who take the time to thank us for doing what we do.

Pretty amazing week!

From: **Holston Valley Medical Center** (*Kingsport, Tenn.*)
Submitted by: Rhonda Reeves

The HR department at Wellmont Health System located in Kingsport, Tennessee, finished off the week by having a pot-luck luncheon. HR employees from across the system (Northeast TN and Southwest VA) came together to enjoy some delicious food and to have some fun! We watched funny YouTube videos of HR "moments" and we all shared one thing about ourselves that we did not know ~ found out we have some very talented people and that people have done some interesting things in their lives! We had door prizes and the HR leadership team all signed a thank you card for each person.

From: **St. Vincent's HealthCare** (*Jacksonville, Fla.*)
Submitted by: Kaye Lunsford

Our activities included:

A very special letter from our CEO to each of our HR Team members.

We used the theme of "super heroes" and highlighted a hero of the day.

We sent out each day a super hero email.

We had a luncheon for the team with decorations around the superhero theme.

Because we used the super hero theme, we provided gift bags that had small gifts like a Spiderman pencil, WonderWoman squeeze ball. (We picked these up at WalMart and the dollar store so they were not that expensive. Our staff loved it.)

One day, we had cupcakes that had a superhero ring on each one

We ended the week with bagels and cream cheese and had superhero puzzles (again dollar store ones) to put together.

Our staff are true Super Heroes and it was a fun week!

From: **Benefis Health System** (*Great Falls, Mont.*)
Submitted by: Ann Graff

My staff came in to bouquets of daffodils on Monday morning thanking them for the great job they do.

We put the ASHHRA flyer on as a screensaver with the picture of staff.

Administration sent them a huge bouquet of spring flowers and thank you card.

Tomorrow, we are having a breakfast hosted by our V.P. of Human Resources, Terry Olinger.

From: **Clarinda Regional Health Center** (*Clarinda, Iowa*)
Submitted by: Tammie Driftmier, PHR

We met staff as they came into work Monday morning (also got the shift going off at the same time) with a 12 question quiz “How Well Do You Know Your HR Staff?” A pencil engraved with Health Care HR Week (Oriental Trading) was also given with the quiz. Staff have all week to complete the quiz & all answers do not have to be correct to be entered for random prize drawings. Questions included fun things like “what’s the name of the HR fish?” (I have a beta in the office); name one thing always available in the HR office (we keep a basket of candy/chocolate stocked at all times); as well as questions like what are Tammie’s HR credentials (PHR), what are three responsibilities of HR? We purchased a roll of “I Love HR” stickers from SHRM & put them on fun size candy bars which we walked around & distributed to staff and visitors today, along with a second sticker for staff to wear. Thursday we will have free pop and popcorn (hospital has a popcorn machine) with assorted toppings and Friday we are sponsoring a Lunch and Learn scarf tying event in conjunction with our Auxiliary as they report to up thru HR, and will be providing box lunches at the event. We’re having a GREAT week!

From: **Radiology, LTD** (*Tucson, Ariz.*)
Submitted by: Rachel Schaming

We created a contest for our employees using Survey Monkey. We listed 10 key HR functions and asked employees to rank them based on the percentage of time HR employees spend on them. The HR Team believes this is a fun way to educate our employees about the myriad of tasks we do in HR AND an opportunity to clarify any misconceptions.

There are 3 prizes: Grand Prize – An Italian Cooking Class for the winner and up to six guests at the Dir. Of HR’s home. (She attended a cooking school in Tuscany a couple of years ago). 2nd prize: Burgers & a movie for 2 and 3rd prize: Breakfast for 2 at Paradise Bakery.

From: **Catholic Health Services of Long Island** (*Melville, N. Y.*)
Submitted by: Krista Palino

We are celebrating our HR Week by sending out daily communications that are HR related. Newsletters, word searches, and frequently asked questions will be sent out to the staff each day. In completing the games and sending them to HR, they will be entered into our raffle to win a gift card at the end of the week. The staff will also do ‘meet and greets’ at our other locations. We will be bringing snacks and fun games to do with the staff at the other locations, as well as ‘guess the candy’ in the jar. We are trying to get our employees engaged and excited about working here! Your site was helpful as well, thank you!

From: **FHN** (*Freeport, Ill.*)
Submitted by: Len Carter

Here are the week long activities planned for our HR team.

Monday - HRD Thank You day. Everyone will be able to provide three thank-you notes to fellow HR team members for the work they've done this past year. Amanda will be sending out the list of "Who is assigned to Who" for providing Thank You cards. Also Monday is Treat Day....we'll be able to sign up and bring in treats that day to be shared amongst the team. Amanda will send out the sign up list...and don't be shy!

Tuesday - Ice Cream Treat Day. A specific time will be set aside (Amanda will coordinate) for the entire HRD team to go down and have ice cream together- Len's treat!

Wednesday - Staff Potluck Day. Sign up for bringing a dish to be shared at the Department meeting. Amanda will provide the sign-up form.

Thursday - I Luv HR Day. Special surprise for all. A unique team quiz allows for the persons that score the highest and lowest to win a special prize!

Friday - Len works for you Day. All week (until 3 pm on Thursday) staff can bid for 2 hours of Len's very valuable time to do your work for you. The highest bidder wins! The donation goes to Community of Friends. Let Amanda know your bid- bid lots and often!

A little more explanation may be required. Today we also had Directors and Supervisors from across the organization send thank you emails to the HR Team (this was a surprise to them and actually will occur all week long). Wednesday's pot-luck is during our monthly department meeting. On Thursday HR staff will receive a I Luv HR fancy water bottle. Also a special written quiz on HR and team members will be provided. The individual with the highest score and lowest score each receive a special I Luv HR prize. On Friday I work for the highest bidder. The money goes to a staff program within FHN.

This is a team of 10 individuals and the week is designed to have fun, be recognized and strengthen our team relations.

From: **The Christ Hospital Health Network** (*Cincinnati, Ohio*)
Submitted by: Rhonda Schmalzried

Monday – Cooked breakfast for staff

Tuesday – Bringing in an instructor from a local college to teach advanced skills in Outlook – also handing out nice pens that say "Thanks For All You Do!"

Wednesday – "Cupcakes and Comedy" – providing a break with gourmet cupcakes and listening to some stand up comedy bits on CD (work appropriate) for a stress reliever

Thursday – Catering lunch in

Friday – Giving out prizes (gift cards) for winners of a contest all week matching up employees' names with things they sent to me answering the following:

- Something others may not know about me
- If I wrote a book it would be titled.....

- How I would like to be remembered (or what would you want on your headstone??)

From: **Lehigh Valley Health Network** (*Allentown, PA*)

Submitted by: David Burrack

At Lehigh Valley Health Network we celebrated all of the hard work our HR team does with an indoors picnic in our Auditorium. We had picnic food for lunch, played fun picnic games, drew for some prizes and had the team take home all the picnic items, beach balls, frisbees, sunglasses, bubbles, etc. Gave them a chance to get away from their desks, have a relaxing lunch and have some fun!

From: **Kadlec Health System** (*Richland, Wash.*)

Submitted by: Kristen E. Fox, MBA, SPHR, CHHR

At Kadlec, we started off the week with an all-staff email, which resulted in the HR team getting emails of thanks and appreciation from all employees throughout the week.

- On Monday, we started the day/week with a catered breakfast. The CHRO joined us.
- On Tuesday, we had Taco Tuesday (catered from our Nutrition Services Department.)
- On Thursday, we went out to a local frozen yogurt shop and had frozen yogurt. The owner also set up two rounds of trivia and so we played that while we ate. The President of the Medical Center and the CHRO also joined us. I had not announced what Thursday's event was going to be and so on the morning leading up to that event, I gave them clues about trivial pursuit and frozen yogurt (about one every 30 minutes) and had them guess what they thought it meant and what they thought we were doing. It created quite the buzz.

Clues included –

Clue #1 – There are two parts to today's activity.

Clue #2 - Both parts of today's activity were introduced to the US in the 1970's.

Clue #3 - Star Wars and The Lord of the Rings are two of many.

Clue #4 - I'll take a piece of pie with that . . . pink is my favorite.

Clue #5 - "Best Island" + Hala kahiki - pine

The two parts were trivia and frozen yogurt.

Trivial Pursuit (pink pie = entertainment questions) and Frozen Yogurt started in the '70's.

Trivial Pursuit had themed editions including . . . Star Wars and The Lord of the Rings.

"Best Island" = Maui

Hala kahiki = Hawaiian for Pineapple – pine = apple

The frozen yogurt shop's name is Maui's Apple.

It was a fun week!



QUICK TIPS

Here are additional easy ways to celebrate Health Care HR Week and recognize your staff:

- Tweet about your colleagues and facility, recognizing the important work they do and how they are making a difference.
- Write personal thank you cards for each team member.
- Share childhood photos and see if you can guess who they are.
- Share some “Good Gossip” on post-its about each HR team member’s positive impact on you or a little-known talent they have (e.g., Jean’s positive attitude always makes me smile, Phil makes the best guacamole, Anne runs 50 miles a week, etc.)
- Take the HR team for a wellness walk.
- Start a wall of photographs of your pets with funny captions.

Have ideas you would like to share? Send them to ashhra@aha.org.