THE ULTIMATE GUIDE to having Fun @ WORK

ENGRAVE awards & more
TO WIN IN THE MARKETPLACE, YOU MUST FIRST WIN IN THE WORKPLACE.

Any organisation — large or small — is only as good as its employees. To paraphrase Doug Conant's famous words, it’s impossible to win in the marketplace if you cannot win in the workplace first. The employees are the driving force, after all. And collectively, the group is akin to an engine that, when well-oiled and kept happy, ensures a smooth ride on your company’s quest for greatness.

And thus, as someone in charge of the employees’ happiness and satisfaction, it’d be wise to give traditional methods the boot. It won’t take this book to tell you that work culture around the globe has evolved significantly since the turn of the millennium, so it’s important to broaden your horizons and keep up with the times.

If you’re someone who’s looking for innovative ways to make working in your office a lot more fun, then this book will speak to you. Be it boosting employee morale, skill building, team bonding, fresh ways to boost productivity, or just good ol’ employee appreciation... we’ve got it all covered. This book has been a result of trial and error, so we certainly do vouch for it. Here’s hoping, though, that this Ultimate Guide helps your organisation as much as it has helped ours!
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Building</td>
<td>Activities that will help employees bond better by fostering a feeling of oneness within the team, thereby making them feel like they’re a part of one big family.</td>
</tr>
<tr>
<td>Appreciation</td>
<td>Activities that make employees feel more appreciated by celebrating their achievements, contributions, and milestones.</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Activities that, as the name suggests, are entertaining and a ton of fun, which allow employees to de-stress, unwind, and provide a much-needed pause from the monotony of the everyday mundane office life.</td>
</tr>
<tr>
<td>Skill Building</td>
<td>Activities that, apart from providing a much-needed break from the stress of work, help employees build or enhance their skill-set, which will only be beneficial for the company in the long run.</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>Activities that encourage employees to be much fitter, or could simply ensure they stay healthy — both physically and mentally.</td>
</tr>
</tbody>
</table>

**Effort**

Denotes how much effort each activity will require for an HR. Easy means it’ll be a doddle, but difficult could take a little more of your time.

**Cost**

Denotes how expensive a certain activity will be. Some are free, one means cheap, and three means expensive. Of course, budgets vary depending on the size of the organisation — so please take it with a grain of salt!
It's common knowledge that employees love feeling appreciated. More than the grand gestures, though, it's the little everyday actions that will go a long way in making them feel like a more valued member of the organisation.

An easy and proactive way to achieve that is by placing a stack of ‘Thank You’ notes in an easily accessible area in the office, so as to encourage employees to give these to one another, regardless of their designation.

Is it too simple? Sure. But the personal touch helps foster a feeling that they're appreciated and valued by their colleagues, which in turn will make them value the organisation as well.
As is the case with any organisation looking to hire professionals, your reputation precedes you. Say you’re out recruiting and manage to get somebody on board. Why not send them a box of chocolates, or a cake, as a gesture of appreciation?

The benefit, of course, is twofold. For starters, the person in question will immediately feel welcomed thanks to instant gratification. Secondly, it’ll do your reputation in the market a world of good.
Fun Tip #3

Provide New Employees With Joining Kits

Want your new recruit to feel like a part of the company without any delay? We have two words for you: instant gratification. On the first day, present them with a bag full of goodies, preferably with the company logo on it.

What kind of goodies? Well, think notebooks, a sipper, a coffee mug, a t-shirt, chocolates, and the like, which will help them feel like they’re a part of the family right off the bat!
Host A Flea Market

Flea markets are wonderful all right, but instead of taking your employees out in the blazing sun to one, why not bring the flea market to them instead?

Apart from being a novel idea, it presents your employees with an unparalleled opportunity to get their hands on some amazing creative, handcrafted products right in the comfort of their office. Throw in some chaat, delicious food, and drinks in the mix, and it has all the makings of a memorable day.

If you’re looking for ideas, Engrave has successfully pulled it off on more occasion than one — and for different companies too — the details of which you can find here: http://engrave.in/blog/the-makers-market-engrave-idea-cellular/
Fun Tip  #5

The Thank God It’s Monday Breakfast

Mondays are universally dreaded, that’s just fact. Food is universally loved, that’s a fact too. As employees walk in with sullen pouts, why not turn that frown upside down by presenting them with a heavenly breakfast spread?

The trick, of course, is to change the menu every week, so that they walk in every Monday with something to look forward to. A well-fed employee is a happy employee, after all!
A polaroid camera is a terrific way to preserve memories — but at the same time, presents the perfect opportunity to make new ones too.

The pictures taken can be displayed on a public stand, which offers a chance to your employees to reminisce about their good times in the office as well.
Managers and team heads are always on the lookout for new ways to boost employee morale. A fun way to do that is through spot award badges. Think badges like early bird, deadline destroyer, and the like.

These badges allow you to recognise and reward your employee’s small everyday achievements, ensuring the morale is always high!
Fun Tip #8

Call Out People's Achievements

We don’t need to tell you that recognition is a huge motivator for any employee. So, how about you encourage employees to anonymously submit their colleagues’ achievements, and read them out aloud in the office once a week?

Not only does it lift the employee’s spirits, but since the praise and support comes from their teammates, the acknowledgement of their contributions to the company means so much more to them as well.
Employees who have served in the company for years are obviously extremely valuable. If they've been there for three, five, or ten years, it’s fair to say they know the company inside out, and are, at some level, emotionally invested in the company too.

A long service award, thus, is the perfect way to celebrate these milestones, and reward your employees for their loyalty and dedication on their work anniversary!
Fun Tip #10

Celebrate Women’s Day!

Women’s day brings along the perfect opportunity to celebrate the women in your office. An easy way to do that is to gift them a pamper hamper each, or better yet, to take them out for a weekend away from their personal and professional responsibilities.

Arrange a women’s night out event, take them to a nice dinner, or take them to a resort away from the city, which should work as the perfect stress-buster!
Lunch breaks are much looked forward to — albeit, boring and often predictable. Pot luck lunches not only help break the monotony, but present the perfect opportunity to help the team bond and understand each other’s culture.

Furthermore, it allows them to share a bit of their home with their colleagues, and in the process, makes lunch breaks more fun because in the buffet of options, they might just discover new kinds of food!
Fun Tip #12

Ditch The Pool Table For Board Games And A Playstation

While it’s never a bad idea to have a ping pong or a pool table in the office, there are two problems that they bring along. The first, of course, is that not all offices are big enough to accommodate them. Secondly, not everyone can play, or is inclined to play these games.

A better idea would be to stash board games in the common room, or to connect a Playstation to a TV. Not only does this offer more options for everyone, but board games are actually perfect for team building, keep the mind active, while at the same time, help your employees recharge in a fun manner too.
Any place you work in needs to have a positive working atmosphere. A simple way to create one is by encouraging employees to do up their space in a fun, creative manner that screams of them.

It could be pictures of their family, action figures, potted plants, motivational quotes — anything, really, that is an extension of their personality.

It’s the perfect opportunity to allow employees to express themselves, while at the same time, the home away from home will help boost employee productivity too.
A talk from industry experts and other successful, prominent personalities could work as your very own in-house TED talk.

These talks serve as the perfect external source of ideas, offer a fresh perspective on mundanity from the horse’s mouth, and if you’re lucky, could be inspirational for the entire workforce too.

The cost of these could vary from free, if the speaker you are inviting is an acquaintance, to expensive, depending on what the speaker charges.
Yoga is a tremendous way to stay physically and mentally fit. Not only will these Yoga sessions promote the idea of good health in the office, but will also help your employees stay more relaxed by sharpening their concentration, thereby increasing their attention spans. A healthy employee is a happy employee after all, remember?

The cost of this could vary depending on whether you have to hire a yoga instructor or whether an employee is up to the task.
Freshly recruited employees often look forward to being a part of their new organisation, and thus, it wouldn’t be half a bad idea to welcome the recruits with some fanfare, music, and show and pomp.

Hire a small brass band or a set of drummers to play some music to greet employees as they walk in on their first day, which will immediately make them feel welcomed.
Marketing, sales, accounting — the teams within the company work closely together, and thus, need their own ways to bond too. So why not have team dress days every now and then?

Encourage teams to come dressed in specific themes, or colours, or outfits, even, which will definitely help foster a feeling of oneness within the group.
Fun Tip #18

Want To Hear Your Employees Out? Reward Good Suggestions

This is actually potentially a lot of fun, so hear us out. A suggestion box is one where employees could throw in recommendations for fun activities for the other employees to do.

So far, so good, except, if your suggested activity gets selected and implemented, you and your team get rewarded for the same. It could be the latest iPhone, or a weekend getaway to Goa.

Not only will this encourage employee participation, but helps employees know that their voice matters.
Memos — those things you painstakingly create which only end up being nonchalantly ignored by your colleagues. It’s infuriating, we get it, but would the response be the same if you make memos a lot more fun?

Improvise the memos by creating a poem for each written communication to make it a lot more fun to read. For example:

Pop culture references, or a really witty poem,

Will draw their attention to an important office scheme.

But nothing will work better, in this day and age,

Than presenting it in the form of your favourite dank meme.
Fun Tip #20

The Real Gift Card Experience

Gift cards are all well and good, but we all know that they’re just going to lie in a nook, gather dust, and eventually expire.

A great way around this would be to take your employees out to a mall, give them a card full of money, and encourage them to shop while you spend time with them in the mall.

Not only is it more personal, but it’s a good break from office, and a terrific opportunity for them to spend quality time bonding with their colleagues.
While doing up the office interiors, it wouldn’t be half a bad idea to leave one white wall blank. This could serve as a ‘free wall’ for the employees, thereby giving them an opportunity to express themselves.

Be it doodling, scribbling, or writing anything that’s on their mind — just leave a marker right by the wall and let your employees’ creativity take over and leave a permanent mark on the office!
Fun Tip #22

Have An Open Mic, Stand Up, Or Karaoke Night

This one's simple and pretty self-explanatory, really. Instead of wasting lakhs of rupees on hiring a stand up comic or a singer, arrange a night with activities like Open Mic and Karaoke.

This will not only provide your employees with a platform to exhibit their hidden talents, but will also be a fun night full of new memories for them!
Now, this has all the makings for a memorable evening, so feel free to not hold back and go all out! Once a year, you could host Office Olympics - a bunch of fun team competitions, where employees work together to win team contests.

These could include longest planks, most push ups in a minute, relay races in office chairs, trashcan basketball, and anything you think will be fun, really.

The aim is to break up the workday and boost your employees’ spirits. The organised goofing around will help reduce pressure, and help build team spirit as well.
This is actually one of the best ideas you can implement, so whip out your notepad and take note. Every person is talented in his or her own way. So, why not have a system in place that encourages one employee to each other employees a specific non-work related skill or a hobby once a week?

It could be something as inconsequential as poker, or an important life skill like cooking a dish, or something for leisure, like playing a musical instrument, or a dancing technique like salsa.

The benefits of this are twofold. The teacher of the skill feels empowered and appreciated, while it’s a great opportunity for everyone else in the office to add a new feather to their hat.
Fun Tip #25

Movie Nights!

Everyone loves movies. They’re relatable, entertaining, and a great way to escape the realities of everyday life for a couple of hours. Hosting a movie night in office every now and then will do you a world of good.

Furthermore, movies can help managers inspire entire teams by tapping into their emotions — which will only benefit your organisation in the long run.
It’s common practice to raise money for charity. It is a noble act, sure, but instead of merely donating a certain amount, how about you encourage employees to spend a day engaging with the charity of their choosing?

It could include setting up a sports day for orphans, organising a party for old age home, or partaking in a vaccination drive for stray animals. It’s fulfilling, and will help them feel proud for actually making a difference in the world out there.
Let’s be honest — ask anyone, and they’ll tell you that doing your taxes is a time consuming pain in the you-know-what.

So, as an employer, how can you make their life easier? An easy way to go about it is to set up a help desk at the office come March. Give them half the day off, have a professional or two help your employees plan their investments and file their taxes with relative ease.

Remember, most employees lack access to these resources, so this will prove to be a lifesaver, and make their life a lot less stressful.
Fun Tip #28

Have A Health ATM Booth Set Up Once A Year

If there's one criticism most working professionals have, it's that they don't have enough time to look after their health, or head to hospitals for a basic medical check up. If that's the case, how about you bring the hospital to them instead?

Set up a Health ATM stall (which could also stand for ‘Health At The Moment' for added effect) and encourage employees to go and get a check up done.

A happy, healthy employee is a productive employee, after all, and this exercise will be beneficial for both them and the company at the end of the day.
Fun Tip #29

Want Fitter Employees? Try A Team Based Stepathon!

Here's an idea: how about you promote fitness in the office by pitting groups of employees against each other? The way a Stepathon works is, you provide every individual with a step tracker, and the team that covers the most distance in a stipulated time period wins a prize.

The competition will be healthy — literally and otherwise — and holds the potential to be an ideal team building exercise, while also encouraging your employees to be fitter and healthier.
Fun Tip #30

Bring Your Pet To Work Day!

Pets are family for many employees, and truth be told, a pet-friendly workspace has benefits aplenty. For starters, pets are proven to be great stress relievers, and could be the focal point of positive interactions in the office.

And of course, a pet-friendly office almost always receives a positive reaction from outsiders, so it helps improve your organisation's image as well!
Another way of making your employees feel valued is by encouraging them to create some artwork for the office. Dedicate a space on the wall to this cause, and depending on the size of your organisation, display artwork created by an employee once a week or month.

Do this regardless of their artistic abilities so as to get everyone involved, but of course, if you discover some hidden gems, encourage them to add more of their artwork to the workspace!
It’s no secret that music almost always has a positive impact on an individual. In fact, research backs it too. It’s been proven that when an employee listens to music of their choice, it instantly improves their mood, boosts productivity, and leaves them in a much better frame of mind to work.

What we’re saying is, encourage your employees to plug those earphones in every now and then!
This one’s a bit of a slippery slope, but it can really have a positive impact on your staff if you manage to pull it off.

So, how about you allow your employees to let their hair down by going out once a week for drinks, so as to bond with them in an informal, more casual setting?

The first round can always be on you, which should encourage more employees to participate, thereby forging stronger bonds between them.
Fun Tip #34

Adorn The Office Walls With Motivational Quotes’ Posters

A physical environment that fosters fun and motivation is characterised by positive energy, high self-esteem, and team spirit. You can get started on setting the appropriate tone of your environment by putting up motivational quotes around the office to inspire and motivate employees.

Positivity, high self-esteem, and a feeling of team spirit — posters featuring motivational quotes have benefits aplenty. There are two ways to go about it, too: you could hang some posters yourself, or you could ask your employees to hang one that means a lot to them. Either way, it should have a positive impact on individuals, and inspire them to achieve more.
A terrific way to foster a sense of oneness — or create an entire community within the office itself — would be to create a weekly internal employee newsletter or magazine. Curate employee focused content, which could range from local restaurant reviews, movie reviews, the major happenings in the office or the employees' lives, and of course, a ton of inside jokes.

Not only does this provide employees with recognition, but it's a platform to share and learn, and also be credited for their writing and ideas. And of course, it also gives the people something to look forward to every week!
A regular work environment in any office is usually fast paced and stressful. Throw some fun activities into the mix, though, and it could potentially promote the idea of team bonding and improve the overall quality of work as well.

For example, playing board games like Pictionary or Taboo at work is a great way for your employees to get a fun creative break from the everyday monotony. And of course, it’s a terrific stress-buster too!
Fun Tip #37

Want Your New Employees To Integrate Quicker? Organise A Scavenger Hunt!

Orientation day for most employees is either really boring, or really memorable. You’d obviously want your employees to have the latter, so how about you create a scavenger hunt of sorts for the new recruits?

The hunt can only be completed by running around the workplace, wherein they receive clues from their new coworkers, explore new departments, gather essential information about the company, and so on.

The interaction with the colleagues will help them settle in better, and they’ll end up learning plenty about the organisation too. And of course, it’s a ton of fun for everyone involved!
Simple yet extremely effective, Secret Santa is a Christmas activity that is loved by all. The anonymity involved is intriguing, while the anticipation to receive gifts will keep your employees in a great mood in the days leading up to Christmas.

On the actual day of the gift exchange, it wouldn't be a bad idea to throw a small party in the office, too, which will only help your employees stay in the best of moods.
While it’s great to have a library in the office, you can make things a little more fun by introducing a ‘take a book, leave a book’ concept.

The idea is to encourage people to pick up books from the library for free, but the catch being that you have to replace it with a book of your own.

So, say hello to free reading experiences that cost nothing, and of course the perfect opportunity for employees to stumble upon new books and expand their literary horizons.
Fun Tip #40

Need Office Decor? Encourage Upcycling For Art Installations!

As an organisation, it’s never a bad idea to be environmentally conscious and aware. What’s better, of course, is to involve your employees in the same.

To achieve the same, try and encourage employees to create artistic installations out of waste material, which can be then displayed around the office.

Apart from being an easy way to make employees more environmentally conscious, the fact that they’re actively involved will make them feel recognised and appreciated as well.
Most organisations have Casual Fridays, but once a week — or month — you could have a ‘wear-what-makes-you-feel-good’ day.

It could be a pair of shorts, pyjamas, a tank top, or anything, really. As long as it’s a chance for employees to get out of their boring formal outfits, they’ll surely be happy!
Sitting for long spells shaves years off your life — that’s just fact. Amongst other issues, people with sedentary jobs have twice the rate of cardiovascular diseases as people with standing jobs. Then there’s diabetes, heart diseases, skeletal disorders, obesity… we could go on, really, but the bottomline is, sitting for long spells will eventually kill you.

Standing desks, thus, are a great way to break the monotony, while also encouraging employees to be more active by stretching their bodies a little. Not only will it help improve their mood and energy levels, but will ensure they stay fitter too.
Who had the most cups of tea or coffee in a day? Who holds the record for the most consecutive days worked without taking a sick day? Who had the longest call on office record, and how long was it?

Are these records useful? Maybe not, but it’s great fun, and maintaining them will only be a reflection of the amazing work culture you have in the company. And from an employee perspective, it’ll be a great challenge to try and break them too!
Most employees will spend a majority of their time in front of a screen, which isn't exactly healthy for the body, or the mind. So, a digital detox every now and then is incredibly important.

If your office has a spare nook, transform it into a wellness room, and offer your employees a chance to escape from the stresses of the workplace without their phones or laptops.

Add comfy chairs, couches, yoga mats, throw pillows, and some books, so as to help them relax, be calm, and get some peace of mind.
Fun Tip #45

Have An Expert Teach A Non-Work Related Skill

Imagine if you get a chance to learn a new skill from a professional without having pay for it. Sounds like a dream, doesn't it?

Now imagine if the company hires a professional for an evening to teach its employees a new skill. How great would that be from an employee’s perspective?

It could be something like bartending, baking, or kickboxing, or anything, really. As long as it helps employees develop new interests and hobbies, it’s bound to be a huge hit!
Sporting events are always popular talking points, so this provides the perfect opportunity to encourage conversation in the office. During a major event like the FIFA world cup final or an IPL final, you could provide something like a flag, or a wristband, or a hat of the colours of both the teams, and let your employees wear one based on the team they’re supporting for the day. And the end of the day, you could organise a screening as well, which will make the whole event, and the day in general, a lot of fun for the employees.
On the last day of the month — the 30th or the 31st — organise a brunch or a lunch wherein the employees who had birthdays in the month get to share a meal with the CEO of the company.

This should be done regardless of their designation, of course, which will allow employees at every level to feel important.

Furthermore, this will make employees feel like their inputs matter, and since they get to interact with top management for the day, it makes them feel management is accessible as well.
Fun Tip #48

The Adorable Office Mascot!

A unicorn, a liger, or a direwolf, perhaps? Whatever your choice may be, invest in a big stuffed toy, give it a name, and pass it around the office to put a smile on the faces of your employees.

You could have a small voting session too to decide the mascot’s name, which will make the employees feel more invested, and of course, you could always bring the mascot into meetings to lighten the mood!
Fun Tip #49

Provide Every Employee With A Calendar Full Of Fun Facts And Puzzles

Did you know that there are 90 bags of poop, puke, and piss left on the moon? Make a calendar filled with such random, bizarre fun facts which the employees can keep on their desk.

You could also include puzzles on the calendar, which the employees can solve while on a short break to keep their mind active.

Another great idea would be to include doodle activities, or a page a day calendar with fresh puzzles everyday, or crosswords, which will help while away time on lunch breaks and the like.
We’ve already established that employees love free food, so why not make them look forward to meetings by offering fun food there too?

Think candies, marshmallows, chips and dips, tacos, sliders… basically anything that isn’t too messy, but will make them happy nonetheless!
Fun Tip #51

Personalised Company Bingo!

OK, think Bingo — or as Indians call it, Housie — but one where the numbers are replaced by company specific terminology, client names, and of course, inside jokes.

Hold an evening with numerous rounds of Bingo, and offer prizes like gift certificates or lunches for 'jaldi five', any of the lines, and of course, full house!
Another way to keep an employee’s mind active is by taking them back to their childhood with creative toys. We’re talking legos, a Rubik’s cube, play dough, and even colouring books, which will allow your employees to refresh their minds.

Probably the best way to take a break from work, it encourages creativity, ensures they make the most of their time, and of course, comparing creations is always fun!
Employee engagement is extremely crucial in office — you’re not working with robots, after all. Given everyone owns a smartphone today, it would be a terrific idea to hold photo or video contests for them.

The benefits, of course, are manifold. For starters, it’s a form of art, which means they will be encouraged to think creatively.

Secondly, gratification for employees can come in more ways than one. You could make it a competition and offer small prizes, or upload it on the company blog. Or better yet, if they’re really good, you could even make it a part of your branding in the subsequent projects, which will certainly make their day — if not their year!
Fun Tip #54

Attach Thank You Notes To Employee Paycheques

It’s often the smallest gestures that go a long way. Attaching a thank you note is an easy and effective way to make employees feel more valued.

And of course, if you want to go that extra mile, scribble a small one liner in the note, and the personalised touch will make them feel extremely cherished too.
Fun Tip #55

Give Out Humorous Awards For Actual Work

Once a year, get the staff together for an evening to celebrate the company’s achievements in the past year. It could be within the office, but it’d be better to rent out a small place and make it a full-fledged gala.

Now, comes the real fun. Have humorous award categories for actual work your employees have been doing. Pick nominees, and conduct an anonymous voting beforehand to pick a winner, who will then come on stage and say a few words to the crowd.

Throw some music, dancing, and catering into the mix, and it has all the makings of a memorable evening for your employees!
Employees are often bursting with ideas — but some are either shy to say them out loud, or fear the ignominy of being shot down in public.

An amazing way around this is the Social Idea Board, which encourages employees to list down ideas on the whiteboard in the common room in the office.

These can include ideas for meetings, how the company can do better, or even suggestions like where the staff could go for a company picnic!
Encourage Talented Employees To Form A Band

Too far-fetched? Not at all, we’d say. If you find yourself with a bunch of talented individuals in the office, it’d be a crime to let their talents go to waste! Instead, buy some musical instruments, and encourage them to jam and form a company band.

You could also have company gigs organised for the band, and have them play at other similar company events. These individuals will, thus, not only feel a sense of loyalty to the company, but their morale will always be high too!
"Don't Forget To Have Fun!"