****

**Workplace Transformation Program**

OPENING WEEK PREPARATION GUIDE

**VERSION 1**

**Date:** december 2023

Opening week preparation guide – Workplace Transformation Program

***To be removed before sending***

**Objective:** This document will help you prepare for the official opening of your modernized workplace by guiding you on what you can do at the opening ceremony, and throughout the week. You'll learn more about how to support staff as they integrate into the workplace through the use of a welcoming committee.

**Target audience for this document:** In addition to the change manager, it is aimed at the project team and the welcoming committee.

**When to use it** You should start preparing for your official opening two to three months beforehand.

**Expected results**: Generate enthusiasm for the new workplace and ensure that staff are able to use it properly.

The **French version** ofthis document is available here : [FR version](https://wiki.gccollab.ca/images/0/08/WTP_-_Opening_week_preparation_guide_FR.docx)

Table of contents

[Opening ceremony 3](#_Toc153261654)

[Ideas for your opening ceremony 3](#_Toc153261655)

[Additional ideas 3](#_Toc153261656)

[Considerations 3](#_Toc153261657)

[Opening week 3](#_Toc153261658)

[Ideas for activities 4](#_Toc153261659)

[Considerations 4](#_Toc153261660)

[Creation of a welcoming committee for on-site support 4](#_Toc153261661)

[The committee's role 4](#_Toc153261662)

[Committee preparation 5](#_Toc153261663)

[Considerations 5](#_Toc153261664)

#

# Opening ceremony

Organizing an opening ceremony can help formalize the opening, making it "official". The Executive Sponsor plays a crucial role in this event, so make sure he or she can attend!

## Ideas for your opening ceremony

* Remarks by the Executive Sponsor - Suggested content :
* Before and after photos
* A look back at the project's milestones
* Recognition Award: recognize and thank all project collaborators for their hard work and dedication (project sponsor, integrated project team, advisory committees, change agent network)
* Ribbon cutting
* Official photos

## Additional ideas

* Integrate an Indigenous ritual led by an Elder or Knowledge Keeper (consult your Indigenous Employee Committee).
* Offer employee engagement elements such as a poll.
* Review the characteristics of the work environment and remind people how to use it.
* Introduce workplace coordinators and their roles.

## Considerations

* Depending on whether this is the organization's first GCworkplace, and whether one or more floors are being inaugurated, the opening ceremony and subsequent activities will be different. Adapt to your organization's reality.
* Think about employees who work remotely, and organize a hybrid component at one or more events, if appropriate.

# Opening week

If your organization offers a hybrid model, staff will turn up at different times during the week, so it's a good idea to offer activities throughout the week.

Be creative! Work with existing committees (such as the youth network, social committee, wellness committee, etc.) to create a program for opening week.

## Ideas for activities

* Welcome coffee (floor presentation with drinks and snacks provided)
* Lunch and information session (review of the Employee Toolbox)
* Guided tours of the new workspace (especially for those who were unable to take part in the tours organized by the team as part of Activity 2.10 *Tours of the new workspace*)
* “Ask Me Anything" kiosks (experts answer employees' questions on a variety of topics)
* Photo booth (allows employees and teams to immortalize the moment)
* Games to discover the workplace (quizzes, hidden objects, group puzzles)

## Considerations

* The space can be opened in phases (for example, by branch or division) or for all employees.
* This project has been a long time in the making, so think outside the box and/or make every effort to make this a memorable week that will resonate with management and employees alike.
* Don't forget to take photos and videos to document this historic moment! They will also be useful for Activity 3.3 *Our project history*.

# Creation of a welcoming committee for on-site support

Setting up a welcoming committee is a good practice. This can be made up of volunteer employees, who will be trained to offer support to on-site staff. Your network of change agents should be asked to take on this role as a matter of priority, since they already have in-depth knowledge of the workplace.

## The committee's role

Among other things, the welcoming committee will support the workplace coordinator. The coordinator's role is to ensure that employees’ experience is optimal when they are in the office.

Discussing with project team members and the workplace coordinator the tasks for which they would like assistance will help define the committee's role. Among other things, the welcoming committee could help employees to:

* find their bearings in the new environment;
* set up at their workstation (plugging in, connecting, displaying screens, adjusting chairs and desks);
* use IT tools and audiovisual equipment;
* tell employees where they can get a keyboard, mouse or headset if they've forgotten theirs;
* answer staff questions or direct them to make the transition as smooth as possible.

The committee can also reinforce workplace etiquette by explaining to employees which zone they are in and the etiquette of that zone.

## Committee preparation

Set aside some time to train the committee. You can prepare them for their role by offering them:

* a detailed guided tour - including how to use each work point and a review of the etiquette according to zone;
* a demonstration of how to use the computer, printer and audiovisual equipment;
* a demonstration of the ergonomic chairs adjustments.

Once again, ask your project team to help with the training of the committee.

## Considerations

* Members of the welcoming committee should be easily identifiable, thanks to signage or matching shirts, caps, etc.
* For additional employee support, consider installing kiosks to help with ergonomics and IT.