Community Activity Guide

CM Program in-a-box

Workplace Change Management National Centre of Expertise

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# About this guide

While the work environment may appear familiar at first glance, important changes are taking place.

**This guide is designed to help you:**

* Celebrate change through symbolic and collective activities
* Reinforce the shift from "my space" to **our shared space**
* Leverage **your organization’s social life** to create meaningful connections between workplace dynamics and the new spatial layout
* Promote these activities with the support of your employee networks and the internal communications team

To organize the suggested activities, reach out to the **employee networks** you’ve already built relationships with (see *1.6 – Employee Networks in the CM Program in-a-box for optimization*). These activities can be easily integrated into the programming of these networks.

*The* [*French version*](https://wiki.gccollab.ca/images/d/d2/CM_Program_in_a_box_-_Community_Activity_Guide_FR.docx) *of this guide is available*

For each suggested activity, we’ve included ready-to-use **promotional material** in the appendix. These are formatted for easy publication in **newsletter** or on your **intranet**. Simply customize them to fit your event!!

Look for the to quickly locate these resources.

## Community Events

These activities aim to strengthen the sense of community in a shared work environment. They are simple to implement and can be tailored to fit your organization's culture and context.

### Wall of expression

In a workplace without an assigned workstation, employees lose the ability to personalize their immediate environment. The Wall of Expression helps restore a sense of ownership and belonging by offering a shared space for creativity and connection. makes it possible to recreate a **sense of collective appropriation of the space**.

You might consider installing one on each floor, allowing different teams or branches to add their own spin on it.

**How to set it up?**

* Choose a **visible location**: a wall, bulletin board, or whiteboard (fixed or mobile)
* Provide supplies: thumbtacks, magnets, clips, markers, coloured paper, sticky notes
* Encourage contribution such as:
  + Team or pet photos
  + Inspirational quotes
  + Postcards, drawings, or artwork
  + Messages of welcome, encouragement or recognition

Use the article [Have your say on the new Wall of Expression](#_Exprimez-vous_sur_le) to promote this initiative.

### Photo challenge

A photo challenge is a fun and creative way to engage employees and personalize your shared workspace. In encourages them to reflect on your organization’s mission and values – through their own lens.

**How organize a photo challenge?**

1. Launch the challenge:
   * Announce the theme and how to participate (duration, format, number of photos, etc.).
   * Suggested theme : *Our mission in pictures*
2. Manage submissions:

* Ask participants to send their photos to a dedicated email address or upload them via a form.
* Request a short title or description for each photo.

1. Select the winners:
   * Option 1: Form a selection committee
   * Option 2: Organize a popular vote
2. Showcase the results:
   * Printing and display the winning photos in common areas
   * Create a virtual gallery or digital scrapbook
   * Present the photos during team meeting or event

Use the article [Take part in the photo challenge: Our mission in pictures](#_Participez_au_défi) to spread the word.

### Book corner to share

A shared book space is a simple yet powerful way to spark conversations, encourage knowledge sharing, and build community. It might even inspire the creation of a permanent book club in your organization!

**How to set it up?**

* Choose a small shelf or cozy reading nook that’s easily accessible to everyone
* Invite employees to drop off a book they’ve enjoyed and would like to share
* Provide index cards or sticky notes so contributors can leave a short recommendation or personal comment.

Use the article [Discover our book corner!](#_Discover_our_corner) to promote this activity.

### Friendly contest or bake sale for a good cause

**Food brings people together** —and what better way to connect than through a culinary event that supports a meaningful cause?

**How to organize it?**

* **Pick a theme**: chili, pancakes, baked goods, etc
* **Encourage employees to cook** and share their creations
* **Add a fundraising** element, the proceeds will go to a charitable organization

**Suggested causes :**

* Government of Canada Workplace Charitable Campaign (GCWCC)
* Organizations related to your mission (environmental initiatives, accessibility and inclusion, Indigenous communities, support for newcomers and immigrants, etc.)



Use the article [Participate in our gourmet event for a good cause!](#_Participez_à_notre) to spread the word.

### Potluck dinner around the world

Still on the theme of food, this is a wonderful opportunity to celebrate diversity and build connections. It can be organized in collaboration with your Diversity and Inclusion Committee.

**How to organize it**

* Invite participants to bring a dish inspired by their **culture**, **travels** or a **country they enjoy**
* Ask everyone to include a short note with their dish—sharing its origin, a personal story, or a special ingredient
* Enjoy!



Use the article [Potluck dinner around the world - an invitation to travel through your taste buds!](#_Dîner_partage_autour) to promote this activity.

### Wellness Walk

In a flexible, unassigned environment, spontaneous interactions can sometimes decrease. A lunchtime wellness walk is a simple and refreshing way to reconnect with colleagues-while boosting employee’s physical and mental well-being.

Your wellness committee will no doubt be able to help coordinate everything and who knows—it might even inspire the creation of a walking club!

**How to organize it?**

* Choose a pleasant, accessible walking route nearby.
* Offer the walk during lunch hour to encourage participation.
* Keep it casual—no registration required, just show up and walk!



Use the article [Join us for a wellness walk!](#_Participez_à_notre) to promote this activity.

# Appendix

### Have your say on the new Wall of Expression

Welcome to your new shared workspace!

The Wall of Expression is a space that reflects who we are – a place to share what connects us.

This wall is for YOU. For US.

You’ll find it near [insert location].

We invite you to contribute today! Here are some ideas to get you started:

* Team photos: moments of collaboration, laughter or success
* Pet photos: dogs, cats, rabbits, fish... we want to see them all!
* Inspirational quotes: what motivates you, makes you think, or brings a smile
* Postcards or travel souvenirs: share a glimpse of your world

Let's make this wall a vibrant reflection of our diversity, creativity and team spirit.

It will grow and evolve with us-so come back often and keep it alive!

### Take part in the photo challenge: *Our mission in pictures*

Do you love photography? Do you enjoy capturing what inspires you in your work or in your environment? This challenge is for you!

As part of our transition to a new shared workspace, we’re launching a **themed photo challenge**: Our mission in pictures.

The goal? To visually express what **our organization's mission means to you**.

A selection committee will select the winning photos. OR

A popular vote will be held to determine the winning photos.

**What you need to know:**

* **Deadline to participate:** [to be inserted]
* **How to enter:** Send up to 3 photos **high-resolution photos** (JPEG or PNG) with a short title or description to [email address or form link]

**What you could win:**

* Your photo displayed **in our common areas**
* A **spot in our virtual photo gallery**

Whether you're a seasoned photographer or just love snapping moments on your phone, this is a great opportunity to **showcase** your creativity, **celebrate** our mission and help **personalize** our new workspace!

### Discover our Book Corner!

Looking for your next great read? Want to share a book you loved? Come explore our brand-new Book Corner to share!

As part of our transition to a shared workspace, we’re creating a space where stories, ideas, and inspiration can be exchanged freely.

**How it works:**

* Bring a book that you would like to lend or donate
* Place it in the designated space (near [location to be determined])
* Feel free to borrow a book that catches your eye
* Leave a little note with your impressions, recommendations, or favorite quote!

This initiative is all about creating a vibrant, inspiring workplace—one book at a time.  
We hope it sparks new conversations, discoveries, and maybe even a few bookworms among us!

### Participate in our gourmet event for a good cause!

**Love to cook? Love to eat? Want to support a great cause? Join us for our upcoming gourmet event!**

As part of the optimized workplace Welcome Week, we’re bringing colleagues together around a shared table—and supporting a meaningful cause while we’re at it.

Join this themed food event where you can showcase your culinary talents and enjoy delicious creations made by your peers.

**How to participate:**

* Cook something based on our theme : [ insert your theme -chili, pancakes, baked goods]
* Bring it to share on [insert date]
* Enjoy the food for **$5 per serving, and vote for your favourites!**

Proceeds will support [insert chosen cause or organization].

Whether you’re a chef, a foodie, or just in it for the good vibes, this is a great way to connect, give back, and enjoy something delicious.

Don’t forget your containers to bring back your purchases!

### Potluck dinner around the world—An invitation to travel through your taste buds!

As part of the Welcome Week of our new shared workplace, we’re inviting you to a warm and flavourful experience: the **Potluck Dinner Around the World**!

This friendly event is the perfect chance to explore your colleagues’ cultures through dishes that hold personal meaning. Whether it’s a cherished family recipe, a culinary discovery from your travels or an iconic dish from a country you love, every bite tells a story.

**How to participate?**

* Bring a dish inspired by your culture, travels, or a country you enjoy
* Include a brief note with your note: its origin, a memory or a unique special ingredient
* Most importantly… Take the time to savour and connect!

It’s a great opportunity to celebrate diversity, connect and take our taste buds on a journey without leaving the office.

Organized in collaboration with the **Diversity and Inclusion Committee.**

**We can’t wait to taste your discoveries!**

### Join us for a wellness walk!

**Take a break, stretch your legs, and connect with colleagues—join us for a Wellness Walk!**

As part of the Welcome Week of our **optimized workspace**, we’re inviting you to a simple and energizing activity: a lunchtime walk to recharge and reconnect.

* **Date:** [insert date, e.g., Tuesday, June 10]
* **Time:** 12:15 p.m. to 12:45 p.m.
* **Starting point:** [insert location, e.g., lobby]

**How it works?**

* No need to register—just show up at the starting point.
* The walk will last about 30 minutes at a relaxed, inclusive pace.
* In case of rain, the walk will be rescheduled to [Insert alternate date].

Organized in collaboration with the **Wellness Committee**.

We look forward to seeing you there!