

Workplace Change Management Engagement Activities

Plants



Do employees prefer green walls? A plant room where they can bring their personal plants? A choice of individual workstations with or without plants? Host informal drop-in sessions where they can cast their vote.

Room names



Ask employees to submit ideas on a topic that could be used for naming rooms. This could be tied to your organization's mandate, geographic locations in Canada, etc. Then post a list of potential names and have people vote via an online poll.

Colour



If you are provided with multiple colour options for your new space, allow employees to select their favorite.

Project side

Artwork



Run a competition for employees to submit photos they have taken and commit to having the selected ones printed and framed.

Clean up/Move



Organize paper clean-up or packing/preparing for the move activities with employees—it will feel like less of a chore if it's presented in a fun way!

Design elements



Is there a location in your new space—the reception area for example—where there is an opportunity to introduce a feature wall, plant wall, or a meaningful art piece? Ask employees for their ideas!



What makes a team?

Organize a mini workshop with employees to discuss what really makes a team—*Hint*: It's not just sitting together and what's written on the org chart!



Super users

Identify “super users” for specific elements and tools that are being introduced (e.g. instant messaging platform, cloud printing, etc.). Provide them with training and ensure to promote them as “experts”.



Artifact from the past

Is there an object in the “old space” that has an important significance to the employees? It could be artwork, furniture (like a meeting table), a photograph, etc. Check with the project team and designers if there is an opportunity to integrate this object into the new space. In times of great change, it can be helpful to honour and remember the past.

People side

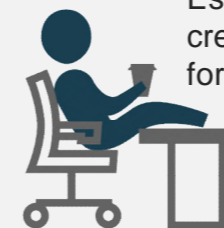
Celebrate what was



A great way to get employees excited about the changes to come is to celebrate what was! If your space is being renovated or your department is relocating, hosting a celebration in the last moments in the current space could be a very positive experience and help get closure. Check with the project team if employees could be invited to paint on doors or walls that will be demolished. Don't forget to take pictures to commemorate the moment!

Etiquette

Establish a committee to create an etiquette guide for the new workplace.



Employee wall

Some organizations find it beneficial to include an employee wall (where they can post personal photos for example) in order to customize their workplace and create a sense of community. It is typically located in an area frequented by all, like a kitchenette. Based on the group, some may decide to have a theme for the wall (e.g. small wins, family, pets, work accomplishments, etc.). Engage employees to find out what they prefer.

