



**HOW TO MAKE YOUR ENTIRE TEAM
HAPPIER & MORE PRODUCTIVE
IN JUST 15 DAYS**

INTRO

Unhappy employees can create a mountain of trouble.

When your team starts to see coming to work as something they **HAVE** to do rather than something they **WANT** to do, they can quickly become disengaged.

This negatively impacts their output, your customers or stakeholders, and, ultimately, the company's bottom line.

Think your team are happy? According to a recent study from Gallup, 85% of employees worldwide are not engaged or are actively disengaged at work.

Alternatively, happy and engaged employees are **21% more productive**, according to a 2016 Gallup poll.

This practical guide is designed to help you create a happier, more engaged team in just 3 weeks using this simple, step-by-step process.

By doing one small thing each day for 15 days, you can have a huge impact on your team's engagement levels. This will improve productivity, staff retention and also help you earn a reputation as an amazing manager.

So, what are you waiting for? Start the "15 Days To A Happier Team" challenge today!

DAY 1

SET A LARGE TEAM GOAL

Research shows that team members are happiest when they feel they are contributing to a worthy goal that is larger than themselves.

Getting the team together and collaboratively setting a Big Audacious Goal (BAG) will help inspire and motivate everyone by working toward a common objective.

TODAY'S ACTION

- ☐ Book a team meeting to agree upon what goals you want to achieve as a team.
- ☐ Set a recurring monthly meeting to discuss how effective you have been in reaching the goals you've set and how you can improve.

DAY 2

TAKE THE TIME TO SAY THANK YOU

Taking the time to properly thank a member of your team will show them that you notice the hard work that they are putting in. This simple action can have a big impact.

TODAY'S ACTION

- ☐ Email each member of your team today with a quick thank-you note for something specific they've completed recently.



DAY 3

RECOGNISING THE CONTRIBUTION OF OTHER TEAM MEMBERS

One of the healthiest team behaviours is when team members openly recognise each other's contributions, as it helps create a positive and collaborative team environment.

TODAY'S ACTION

- ☐ Email the team and ask them to nominate another team member for recognition at the next team meeting. Encourage them to be specific and give examples rather than just a generic: "Ben did a good job."
- ☐ Add an agenda item to the weekly team meeting where you (and the team) recognise team members for their effort, achievement or help.
- ☐ If you have the space, set up a notice board where the team can stick up post-it notes thanking other team members or highlighting great work they have done.

DAY 4

ENCOURAGE VERBAL COMMUNICATION

Often, it's too easy to hide behind email when the person you need to communicate with is within your actual team. Today, it's time to try and break down these barriers!

TODAY'S ACTION

- ☐ Email the team letting them know that they have to communicate verbally with each other today. This means all work-related emails to one another are banned for the day.
- ☐ Longer term, investigate collaboration platforms such as Slack to help improve communication, while removing the volume of emails.



DAY 5

SOCIALISE WITH YOUR TEAM

Whether it's to celebrate the completion of a big project or simply because you made it through another week, teams that socialise together have a far stronger bond.

TODAY'S ACTION

- ☐ Book in a social event for 2 weeks' time. Some low-cost ideas include:
 - ☐ Team Breakfast or lunch at a cafe
 - ☐ Picnic at the park
 - ☐ Night out at the movies
 - ☐ Drinks after work
 - ☐ Barefoot bowls
 - ☐ Crazy golf
 - ☐ 10 pin bowling

DAY 6

HELP THEM GROW

It's important that your team feel that they are continually improving their skills and knowledge to help them develop their career.

Each member of your team should have a personal development plan so they are clear on where they need to develop and how you can practically help them achieve it.

TODAY'S ACTION

- ☐ Download this personal development template and email it to your team today for them to fill out.
- ☐ Ask them to book 30 minutes in your diary to go through the completed document.
- ☐ In the meeting, help them identify additional development areas and also how you can help them achieve their development goals.
- ☐ Set time frames and ask them to hold themselves accountable, as it's often easy to de-prioritize developmental training over day-to-day work.



DAY 7

CREATE A TEAM BOOK LIBRARY

Creating a team book library is a great way to create common points of interest, giving the team something to talk about and bond over once they have both enjoyed reading the same book.

Everybody has a stack of books they've read just sitting around at home. Now, they won't sit around gathering dust.

TODAY'S ACTION

- ☐ Email the team to get them to bring in their favourite books
- ☐ (Bonus points for business books that will help with development!)
- ☐ Clear a space for the library to sit.
- ☐ Email the team to let them know where they will be stored and a list of what's currently available.

DAY 8

GET HEALTHY TOGETHER

A healthy employee is a happy employee. Exercise is proven to both improve productivity and motivation.

By exercising together as a team, you will also significantly improve communication. The key here is to make it feel fun to be a part of — nothing too competitive.

TODAY'S ACTION

- ☐ Book in a team activity together for next week, such as:
 - ☐ Soccer in the park
 - ☐ Touch football
 - ☐ Lunchtime walks
 - ☐ Running together



DAY 9

HOST YOUR OWN (INTERNAL) TEDX TALKS

This is a great way to share knowledge within the team. It also gives the team member who is presenting a sense of ownership, while also helping them improve their presentation skills.

TODAY'S ACTION

- ☐ Email the team today to let them know that everyone will each be taking turns to research a work-related topic and present it back to the rest of the team. Provide them with a list of topic ideas to choose from.
- ☐ Book one session per month into the calendar and also set a reminder for the presenter 2 weeks before, so they have time to prepare.

DAY 10

DEMONSTRATE FLEXIBILITY

As the lines between our work and personal lives continue to blur, offering flexibility to your team to accommodate their everyday issues or provide a better work-life balance is an important strategy to avoid burnout.

It's important that you lead by example to help your team feel comfortable leaving early or arriving late.

TODAY'S ACTION

- ☐ Let the team know that they can finish at 3pm on Friday this week, as long as they've got everything done that they need to get done.
- ☐ Make a point of letting the team know that you will be starting an hour earlier and leaving an hour earlier on a day next week, and that they can discuss similar flexible working arrangements with you.



DAY 11

CELEBRATE BIRTHDAYS & ANNIVERSARIES

Celebrating individual team members' milestones, such as work anniversaries and birthdays, sends a clear signal that they are important to you on a personal level, while also giving you the chance to get together as a team.

TODAY'S ACTION

- ☐ Speak to your HR team to find out both birthdays and major work anniversaries (1 Year, 5 Year, 10 Year) for each member of your team.
- ☐ Set up calendar reminders so you remember to find ways to celebrate and recognise those milestones. These might include lunches, small gifts, birthday cakes, etc.

DAY 12

EXTERNAL SPEAKERS

Hearing views from outside of your organisation will give your team a different perspective and often help provide additional motivation.

TODAY'S ACTION

- ☐ Look through your network to find someone to come in to do a talk to inspire or educate the team. Some examples of this might be a yoga or meditation instructor, business coach, happiness expert, or sports person, to name a few.
- ☐ Go through the presentation material with the speaker to make sure it will add value to your team.
- ☐ Book in a date with the speaker and then with your team.



DAY 13

REWARD EXCEPTIONAL TEAM PERFORMANCE

By offering a reward to the entire team for meeting a goal, you will provide additional motivation, get them working as a team and increase morale by celebrating your achievement together.

TODAY'S ACTION

- ☐ Decide on a type of reward you want to give to your team for reaching a substantial goal. For instance, if, as a team, we are able to reduce our costs by 10% by the end of next month then everyone can take a half day on Friday.
- ☐ Email the team today to ensure you clearly communicate the criteria for receiving the reward. Also, ask each team member to reply with what action they will take to help the team meet the goal.
- ☐ Send regular updates to the team on how they are tracking. This will remind them of the reward that they will get, if they meet the criteria

DAY 14

FIND A SOLUTION AS A TEAM

Got a big problem you need to solve or solution you need to come up with? Getting your team to help you find the answer will help engage them by having them focus on a common cause.

TODAY'S ACTION

- ☐ Send a calendar invite for a brainstorming session with the entire team.
- ☐ Make sure you outline, in advance, what you need help with.
- ☐ Remember to acknowledge everyone's contribution and stay positive. Even if their initial ideas don't quite hit the mark, with encouragement, they will open up and provide more creative solutions.



DAY 15

SURPRISE ICE CREAM TREAT

Surprising your team with a low-cost treat, such as ice cream, is a simple, but unexpected, way to say thank you.

TODAY'S ACTION

- ☐ Book a meeting for 3pm today and then take the team out for ice cream (or bring a tub it into the office).

WHEN STAFF ENGAGEMENT ISN'T ENOUGH

No matter how happy your team is, staff attrition is a fact of life and something you should always plan ahead for.

The problem is, finding top talent that has the required skills and experience as well as someone that fits both your team and your company culture is incredibly tough and often extremely time consuming.

Sirius People is a specialist recruitment agency based in Sydney, Melbourne, and Brisbane. We recruit specialised professionals for contract/temporary or permanent roles across a number of industries, including: Technology, Office Support, Accounting & Finance, Blue Collar, and Sales & Marketing.

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We also partner with our clients to understand and appreciate your culture and what you need the new person to achieve in terms of outcomes. This results in a much more effective process.

If you need help finding the best talent in the market, contact us at:
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