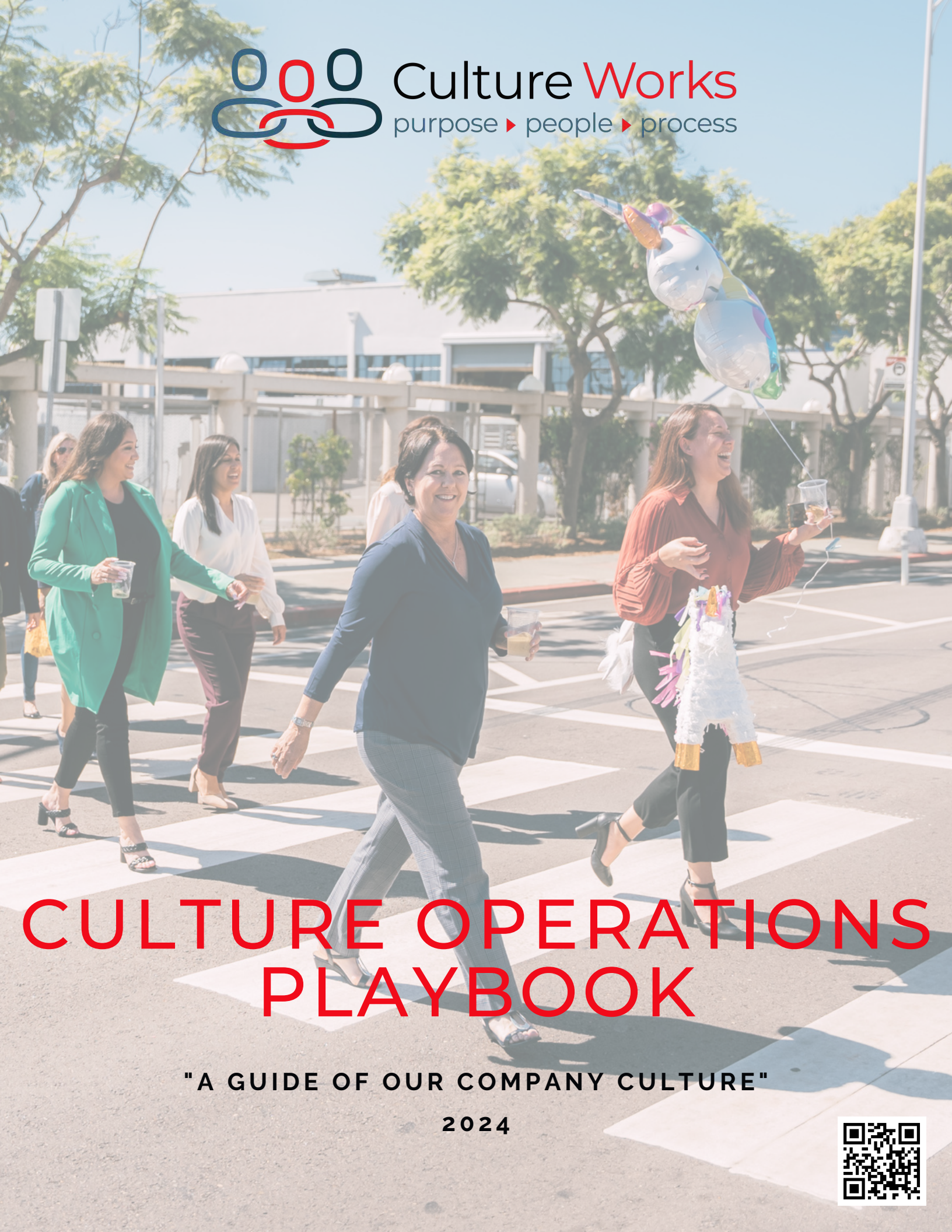




**Culture Works**  
purpose ▶ people ▶ process



# CULTURE OPERATIONS PLAYBOOK

"A GUIDE OF OUR COMPANY CULTURE"

2024





# MEET OUR COMPANY

HERE ARE 5 FACTS ABOUT CULTURE WORKS.

1

On April 1st, 2020, we left the first business and rebranded as Culture Works, creating a different business model aligned with the right purpose, people and processes. The intention is to build people with an outcome of building business.

2

Our CEO has an extensive background in Human Resources, Operations, Building & Scaling Companies, and Emotional Intelligence.

3

Gone are the days of the traditional office – we have embraced a new way of working that transcends geographic boundaries. Our nationwide team is comprised of the best talent from all over the country. We operate remotely, whether it be from home, client sites, or collaborative coworking spaces.

4

Our team is dedicated to supporting small to midsize businesses across various industries in multiple states. We strive to personalize, humanize, and simplify the impact and experiences of both our team members and clients as we continue to grow and expand our business and services.

5

Our 5 year plan includes healthy, sustainable, organic growth that produces rich referrals from employees, clients, and referral partners that will be supported by a growing, innovative and impactful team in multiple states.



Hear more from the team.

Our

# COMPANY CULTURE



How we interact, the values we share, and the decisions we make.

# WELCOME TO CULTURE WORKS!



## Culture Works Purpose:

We align  
**purpose**, **people**  
and **process** to  
maximize success  
through dynamic  
culture  
operations.



# CULTURE WORKS VALUES

**PURPOSE DRIVEN** | **PEOPLE FOCUSED** | **PROCESS MINDSET**

**Purpose Driven:** We believe you should be aligned with your role's purpose, achieve Game Success Factors, and are operating within our company values to drive your purpose and impact Culture Works' vision.

**People Focused:** Our team members should want to evolve together and have a genuine focus on a growth mindset and a feed-forward approach to impact Culture Works' purpose.

**Process Mindset:** Our team members believe that processes need to exist for the collective of the company and understand that mindfulness drives our learning organization and overall brand success. We are a strengths-based TEAM, but you are a direct contributor to Culture Works' mission!



## MOMENTUM MAKERS

We are a team that moves the needle forward while maintaining focus on empowering leaders and strengthening culture.



## GAME CHANGERS

We get sh\*t done, drive results, and take action on undiscovered opportunities.



## IMPACTFUL INNOVATORS

We help people evolve faster and further, serving as a catalyst for change through building strong relationships.



## TRANSPARENT PARTNERS

Authenticity is everything to us. We provide value by taking on each new partnership with an open, honest, and creative approach.



## TENACIOUSLY FUN ENERGIZERS

We are enthusiastically determined to approach work and life in a refreshing and daring way.



# OUR VALUES IN ACTION

## MOMENTUM MAKERS

### Our culture – Who we are

- Action items - shared commitment and accountability
- Create due dates with timelines - expectations aligned
- Impact and Focus Alignment - needs and expectations
- Evolution: Culture Success Roadmap and 1st String Alignment
- Helping stakeholders overcome obstacles through creative problem solving
- Leveraging technology to empower people through efficiencies
- Works with a sense of urgency
- Soliciting input to inspire action
- Purpose and Productive driven meetings

## GAME CHANGERS

### What our brand represents – and what we do differently

- Staying curious to challenge the status quo
- Customizing creativity by humanizing solutions
- Building killer cultures
- Change management based on lifecycles - we do, build, teach and lead
- Flexible partnership with guidance through optional changes
- Champions of change (change agent that helps guide and do)
- Drive results through creating gameplans and delivering on commitments

## IMPACTFUL INNOVATORS

### Why we are here - we want to impact and innovate for us and for our clients!

- Change Agents - inspire and embrace
- Better business and people - sheesh
- Collaboration - realistic perspectives - intellectual endeavors. allows people to foster thoughts and be inspired
- Purpose and people driven partnerships
- Empowering others to continuously improve (working sessions)
- No stagnant - learning organization through 1st strings and self-awareness

## TRANSPARENT PARTNERS

### How we do business - internally and externally

- Feed forward feedback that is kind and gracious - giving and taking
- Risk and Reward variables
- Honesty expected - keeping it real and curious while building credibility
- Embracing hard conversations
- Self-Managed operations
- Empathy and Kindness - classy, caring and confident
- Peace of mind and psychological safety - judge-free zone for team and clients
- Compromise and Resolution

## TENACIOUSLY FUN ENERGIZERS

### Our voice, our traits, our brand

- Passionate about what we do
- Avengers of HR
- Embrace and foster individuality
- Growth mindset - leaning in to learn
- Endeavor to persevere through failures and successes
- Living outside of our comfort zones
- Celebrate who we are and what we want to be

# Meet Our PEEPS

**#16** People at Culture Works

## INTEGRATIVE HR

Kelley  
HR Business  
Partner - DTM



Heather  
HR Business  
Partner - DTM



Tim  
HR Business  
Partner - DTM



Margie  
Sr. HR Generalist  
- CTM



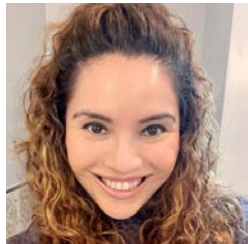
Jenn  
HR Generalist III  
- CTM



Want to know  
more about  
us?



Lea  
HR Generalist  
- CTM



Rossy  
HR Generalist  
- CTM



Molly  
Culture Operations  
Partner - CTM



+1 Unicorn  
CW Mascot

## TALENT

Cocco  
L&D Specialist



Karla  
Talent Specialist



Maria  
Talent Coordinator



Rachel  
Talent Scout

## OPERATIONS

Amber  
Sales Operations



Simone  
Operations Manager

## VIDEOGRAPHER

Preston



Kristi - CEO | Purpose & People Officer



# 2024 CULTURE & PEOPLE INITIATIVES

PURPOSEFUL team initiatives that create personal engagement & establish **ACCOUNTABLE** internal culture operations.

## Tenaciously Fun Events

### BIWEEKLY

- Friday Feels

### BIANNUALLY

- Virtual Team Building Activities

### ANNUALLY

- In person Team Building and Media Day Workshop

## Team Recognition

- Weekly Meeting Shout-Outs and Wins
- Team Member Birthdays & Work Anniversary Celebrations
- New Hire Welcomes
- Company Values Recognition
- Quarterly MVP Awarded Self-Care Gift Card
- Annual People's Choice Awards
- Annual Value Alignment Awards

## Team Success

- Quarterly EQ Growth Goals
- DiSC Assessments & Training
- Company and Self-Driven Training, Development & Success Indicator Mapping
- EQ, Workstyle, & Strengths Assessments



Quarterly Reflect - Reset - Rise  
Work|Life Balance Perks & Practices  
Semi-Annual Employee Surveys  
Culture Ops Playbook

The

# TEAM MEMBER EXPERIENCE



Everything we learn, do, see, and feel as we integrate into the company.



# THE ROADMAP TO SUCCESS, OUR GAME SUCCESS FACTORS

1

## PERFORMANCE SUCCESS SYSTEM

Customized for Role & Individualized for Person

Team members know how to show up to the game and are prepared to do. Every day, all day!

2

## CLIENT SUCCESS

Purpose and Culture

Team Culture is aligned with CW's purpose and the client success indicators

3

## TEAM SUCCESS

People and Evolution

Team Members are dedicated to the evolution of knowing who they are and owning it

4

## BRAND SUCCESS

Process and Alignment

Team Members are aligned and execute CW's Values through actions, behaviors and brand success indicators



**VALUE ALIGNED  
SUCCESS!**



Game Success Factors are the foundation for the self management and self awareness which we believe constantly evolve, shape and measure your individual (personal) and role's (professional) success indicators.

# IT STARTS WITH YOU, AND YOUR PERFORMANCE SUCCESS SYSTEM



## 0 - 90 DAYS ONBOARDING & INTEGRATION

*Learning the Culture Works ways and becoming part of the CW Community.*

- 30-60-90-Day GamePlan Created, Reviewed, Shared and Implemented
- Partner in Chaos is Assigned
- GamePlans are customized, self-guided and foster team collaboration equally
- How time is spent = 50% on the job training + 50% project work
- Collaboratively align personal success indicators
- Integrate into Culture Works Operating System
- **Performance Success System** | Weekly 1:1s with CEO



## 90 DAYS - 1 YEAR WORK HARD

*The first year is all about working hard toward Role Alignment and establishing or developing your 1st Strings!*

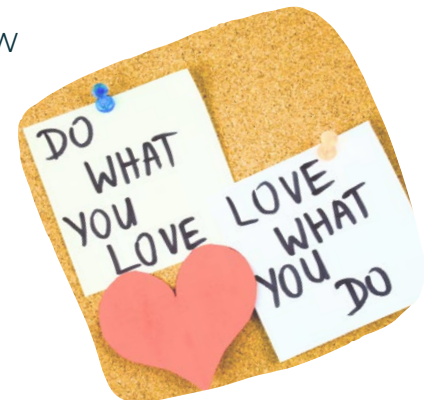
- **Client Team** | 80% client work that is role aligned | 20% CW
- **Ops** | 80% functional ownership that is role aligned | 20% CW
- **Performance Success System** | Monthly 1:1s with CEO



## 1 YEAR + GROW BETTER

*It's all about getting better and better as you learn, evolve, and improve who you are and who you want to be!*

- **Client and Ops Team** | Eligible to remove capacity from role or client accounts and add Value Contributor (VC) capacity to contribute towards: leading leaders, leading process, or leading business
- **Client Team** | 80% client work that is role aligned | 20% CW
- **Performance Success System** | Quarterly 1:1s with CEO



# OUR PERKS

"Realize that everything connects  
to everything else"  
- Leonardo da Vinci



## "COLLECT MOMENTS, NOT THINGS"

Robust Vacation Time  
California-Based Paid Sick Leave  
11 Paid Holidays (including your birthday or  
work anniversary)

## "SHOW ME THE MONEY"

401K Retirement Plan  
Monthly Work From Home Stipend  
Monthly Cell Phone Reimbursement  
One-Time Home Office Set-Up Allowance  
Culture Works Bonus Program



## "YOU DO YOU BOO"

Medical | Dental | Vision | Life | Pet | Wellness Insurance Plans  
Hybrid Work Model (work from home & office)  
Flex Time\*  
Educational Reimbursement  
Employee Referral Program



# Employee Referral Program



Refer a friend and receive up to a

**\$1,000 bonus**

for each referral hired!\*

Recruiting top talent can be a challenge . . . finding candidates who are a culture fit can be an even greater challenge! This is where you can help us grow our team by referring candidates that align with our values to be:

Momentum Makers  
Game Changers  
Impactful Innovators  
Transparent Partners . . . and  
Tenaciously Fun Energizers!

- Bonus payment schedule:
  - after 30 days = **\$100**
  - after 60 days = **\$100**
  - after 90 days = **\$100**
  - after 120 days = **\$700**
- New hire must be employed more than 120 days for referring employee to receive the full \$1,000 bonus.

\*See Employee Referral Program Policy for details.



Culture Works

purpose ▶ people ▶ process

*How we do*

**BUSINESS**



Little tricks for BIG success.



Culture Works  
purpose ▶ people ▶ process

2024

FOCUS  
ON THE  
GOOD  
THINGS

**TRIUMPH**

**Purpose Driven**

**TEAMWORK**

**People Focused**

**TENACITY**

**Process Mindful**

# HOW YOU SHOW UP!

## BECAUSE IMPRESSIONS MATTER....

### Internal & External Meetings | Online & In-Person

#### PURPOSE

At Culture Works, your impact is not just personal; it resonates through our shared commitment to excellence. Everyone has a seat at the table, and we recognize that the way we show up influences and shapes the collective success of the company, our brand, the team and our clients.

"Once an impression is formed, it's very hard to change it"

#### PREPARE

- Coordinate with team members to have an agenda and discussion points
- Clearly identify who owns what parts of the meeting.
- Show up on time; if online, video always on!
- Keep meetings on track and be mindful of the time
- Be welcoming and begin with introductions
- Be present - engage and be ready to contribute!
- Document - agenda and meeting notes in the client's OneNote section



#### PERSONAL APPEARANCE

##### Client Meetings

Align with the Client's dress code policy

##### Culture Works Meetings

Wear work-appropriate casual attire unless otherwise specified

Proper grooming, hygiene, and clean clothing is always expected and required

#### PROTOCOLS

- Make sure all meetings are Purposeful and/or Productive
- Cell phone volume off and out of sight
- Mute microphone when appropriate
- Avoid eating food during client meetings
- Technology notifications are silenced or off
- Avoid emails and IMs during meetings
- Use MS Teams / Zoom background feature if your location is not presentable
- Limit distractions - no pets or humans in your background





# WHAT MAKES US...US?

## ASK THE TEAM



*I love CW and any feedback shared comes from a place of support and care. There is good autonomy and trust for us to do our jobs, yet there are resources available if we need them to be successful.*



*I love that we test out processes internally so we can ensure our recommendations can impact clients.*



*The talent on this team is unlike anything I have ever seen.. The team is very client centric, innovative, and results driven.*



*I believe our operating system really supports a successful work from home environment allowing plenty of opportunity for connection professionally and personally.*



### Team Gallery



- Purpose, People and Role Alignment
- Team Engagement
- Culture and Value Alignment

- Business Owner Advocates
- Operationalizing Culture
- Impact and Results

# CLIENT & BRAND SUCCESS



We maximize success through dynamic culture operations

We align purpose, people, and process

We drive results for People attraction, engagement and retention strategies

We create peace of mind for HR and Owners!



# Culture Works Speak



## atm

assigned team member

## COS

consultants of service

## csr

culture success roadmap

We utilize our differentiators to integrate into the client's purpose, culture, & operations. We utilize their values, people and practices to operationalize and customize their HR Operations, Culture Operations and Culture Accountability through practices, processes and client experience!

## ctm

committed team member

Integrated into the Culture Ops Client QGP for specific areas of ownership. Typically oversees HR operations/administration tasks and projects and is client-facing 10 - 20% of the time.

## ctp

creative template process

The CW's term for standard operating procedures. In our world, processes are always evolving, never stagnant like a traditional SOP.

## dtm

dedicated team member

Strategic partners with the Client Owner and HR Stakeholders to develop, evolve, and manage the QGP on Culture Ops Accounts. Owns the client relationship and brings in CTMs as needed. Client-facing 70 - 80% of the time.

## eq growth

emotional intelligence growth

Quarterly individual emotional intelligence goals set by each team member, we discuss them during our Monday morning meetings.

## hra

human resources assessment

Product we offer in which we perform a strategic and tactical assessment of a company's hr infrastructure, and provide a detailed report to the client company.

## pss

performance success system

Your roadmap to your personal success at CW from your 30-60-90 GamePlan through your entire employment lifecycle.

## qgp

quarterly game plan

A collaborative and results-driven roadmap of priorities developed in partnership between the DTM and the client stakeholder.

## VC

value contributor

After one year of employment, team members may be approved to be a company contributor, and have value contribution capacity in the areas of: leading profit, leading leaders, and leading business.



Life at

# CULTURE WORKS



Work Hard, Play Harder

# WE ARE A MODERN WORKFORCE.

We embrace diverse work styles among team members, acknowledging that everyone has their preferences. We have a work policy that allows team members the flexibility to choose their work schedule and location based on their needs. Flex time means managing your energy, boundaries, and time while taking into consideration specific client needs, of course. As Consultants of Service, performance and culture accountability are most important.



# OPERATIONALIZING MEETINGS

BEST PRACTICES FOR PURPOSEFUL TIME MANAGEMENT

**THE WHY OF MEETINGS** - ALIGNING THE **PURPOSE**

**THE HOW OF MEETINGS** - CREATING A **PRODUCTIVE OUTCOME**

Assess and Identify the Meeting **TYPE**

*Time Ranges can fluctuate based on format and size of participants*

<b>HUDDLE</b>	<b>MEETING</b>	<b>WORKING SESSION</b>	<b>CHECK-IN</b>	<b>1:1</b>	<b>TRAINING</b>
<ul style="list-style-type: none"> <li>• Updates, focus, priorities (ex: Tuesday Team Huddle)</li> <li>• Due dates, action items, ownership</li> <li>• Debriefs</li> <li>• Outline obstacles &amp; roadblocks</li> </ul>	<ul style="list-style-type: none"> <li>• Provide collective awareness (ex: Team Mtg, AHOD)</li> <li>• Engage in productive discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Collective team brainstorming, best practices, problem-solve</li> <li>• Learn &amp; flow of work. Do   Build   Teach (ex: Jam Sessions)</li> <li>• Team Member &amp; Client Facing</li> </ul>	<ul style="list-style-type: none"> <li>• Need clarity, direction, commitment, expectations or alignment</li> <li>• Hard conversations, feed forward feedback</li> <li>• Team Member &amp; Client Facing</li> </ul>	<ul style="list-style-type: none"> <li>• Development &amp; coaching</li> <li>• Career path or PIP</li> <li>• Performance Success System</li> </ul>	<ul style="list-style-type: none"> <li>• Learning</li> <li>• Educational</li> <li>• Directive, and/or</li> <li>• Informative</li> </ul>
<b>10-30 MINS</b>	<b>45-60 MINS</b>	<b>30-60 MINS</b>	<b>20-30 MINS</b>	<b>15-60 MINS</b>	<b>30-50 MINS</b>

**MEETING TYPES @ CW**

Evolve our **CULTURE** through meeting preparation that creates inspired action to be a **MOMENTUM MAKER** and foster being a **TRANSPARENT PARTNER**

**IDENTIFY THE INSPIRATION BEHIND THE MEETING**

- **Why:** What is the **Purpose**
- **How:** Create a **Productive** outcome
- **Success Indicators:** Identify how it will be **Productive** and **Purposeful**

**MEETING OWNER:**

**PLAN, PREPARE, ORGANIZE**

- Coordinate calendar & agenda
- Be prepared to lead the meeting
- Give others ample notice & time to prepare (the more time the better, no same day expectations)
- Include the why, the high-level agenda and/or subject in the calendar invite

**CONFIRM MEETING**

- Always confirm the meeting the morning of, or the prior day
- **Why?** To foster the importance of a productive and purposeful mindset so people are present and manage their time or distractions accordingly

**CREATE MEETINGS THAT INSPIRE!**

The **WHY & HOW** of a meeting helps create the **PURPOSE & PRODUCTIVITY** levels directly tied to **ENGAGEMENT & INTENDED** outcome

*Customize times and topics based on number of heads and purpose*

**SCHEDULING MEETINGS: Things to Consider**

- Frequency
- Cadence
- Time zone & most productive time for all
- Mindset
- Agenda
- Adequate prep time for all
- Book 3 weeks out, but leave time for reactivity
- Functional ownership assigned, reduce side-meetings

**REDUCE MEETINGS: Know When to CALL vs MEET**

- Identify discernment in your service offering
- Not everything has to be a meeting, use your channels effectively: channels for specifics, text for urgent or quick
- Be the change agent, evolve culture through transparent relationships
- Continued and transparent feedback is healthy in safe spaces

**MEETING DETAILS MATTER!**

**CULTURE EVOLUTION** with **ONSITE INTERACTION** and **CONTINUOUS FEEDBACK**

**SHOW UP READY TO INSPIRE**

- **Open Communication Culture:** no distraction, mics on, video on, use reactions/emoji's, **BE PRESENT!**
- **Mindset:** treat it as if you were onsite
- **Review:** "How You Show Up" Flyer

**OFFSITE VS ONSITE**

**Top two reasons clients & business owners struggle with no onsite employees:**

1. Onsite promotes interaction & engagement which inspires innovation, action, & alignment
2. Reduced awareness, confidence, trust, or data to make informed decisions

**How do we help them bridge the gap and lead by example? This is a HUGE way!**

**SAFE SPACES**

- If you don't personally apply feedback it won't be taken personally
- When providing feedback, focus on the process, not the person
- The specifics, the competencies, and the skillsets are what is broken, missing, or needs to be improved
- Don't focus on the person

**MEETINGS THAT FOSTER CULTURE EVOLUTION**

# CULTURE WORKS

## Operating System

# 2024



## WEEKLY

- 9 AM (PT) : MONDAY TEAM MEETING
- TEAM HUDDLES
  - DTMS - 11 AM AM (PT) MONDAY
  - SALES OPS - 10 AM (PT) MONDAY
  - COS TEAM - 8:30 AM (PT) TUESDAY (BI-WEEKLY)
  - ALL CLIENT TEAM - 9 AM (PT) TUESDAY
  - TALENT TEAM - 10:30 AM (PT) TUESDAY
  - OPS - 8:30 AM (PT) TUESDAY & THURSDAY
- 9 AM (PT) : WEDNESDAY JAM SESSION

## MONTHLY

- 1 PM (PT) : FRIDAY FEELS (X2 = biweekly)
- 1 PM (PT) : CLIENT TEAM STRATEGY  
(1ST WEDNESDAY OF THE MONTH)

## QUARTERLY

- REFLECT - RESET - RISE  
(ALL DAY MONDAY - 1/29 | 4/29 | 7/29 | 10/28 )

## SEMI - ANNUAL

- 11 AM (PT) VIRTUAL TEAM BUILDING EVENTS (FRIDAY 4/5 | 9/6)
- ALL HANDS ON DECK  
(ALL DAY MONDAY - 3/18 | 11/11 )

## ANNUAL

- IN-PERSON TEAM BUILDING AND MEDIA WORKSHOP ( 5/13- 5/16 )
- VIRTUAL HOLIDAY PARTY (12/13)

\*MONTHLY TRAINING & LEARNING  
2ND TUESDAY - CULTURE, LAWS AND LATTES  
3RD TUESDAY - HARASSMENT TRAINING  
4TH TUESDAY - L&D WITH CW COMMUNITY

# JAM SESSIONS

**WEDNESDAYS @ 9 AM PT**

\*MONTHLY CLIENT STRATEGY MEETINGS REPLACE THAT WEEK'S JAM SESSION



<b>CLIENT STRATEGY</b>	<b>JAN 3</b>
<b>LEVERAGING OPS</b>	<b>JAN 10</b>
BALANCING CLIENT NEEDS & CAPACITY	<b>JAN 17</b>
<b>L&amp;D W/ COCCO</b>	<b>JAN 24</b>
<b>NO JAM SESSION</b>	<b>JAN 31</b>
<b>CLIENT STRATEGY</b>	<b>FEB 7</b>
BENEFITS OVERVIEW W/ BRYSON	<b>FEB 14</b>
<b>RECRUITING TEAM</b>	<b>FEB 21</b>
<b>NEW PSS PROCESS</b>	<b>FEB 28</b>
<b>CLIENT STRATEGY</b>	<b>MAR 6</b>
<b>THE GOODS</b>	<b>MAR 13</b>
<b>NO JAM SESSION</b>	<b>MAR 20</b>
<b>COS TEAM</b>	<b>MAR 27</b>
<b>CLIENT STRATEGY</b>	<b>APR 3</b>
<b>L&amp;D W/ COCCO</b>	<b>APR 10</b>
TBD - CURRENT EVENTS	<b>APR 17</b>
<b>DTM TEAM</b>	<b>APR 24</b>
<b>CLIENT STRATEGY</b>	<b>MAY 1</b>
BUILDING GENUINE RELATIONSHIPS	<b>MAY 8</b>
<b>NO JAM SESSION</b>	<b>MAY 15</b>
TBD - CURRENT EVENTS	<b>MAY 22</b>
<b>L&amp;D W/ COCCO</b>	<b>MAY 29</b>
<b>CLIENT STRATEGY</b>	<b>JUN 5</b>
<b>THE GOODS</b>	<b>JUN 12</b>
<b>RECRUITING TEAM</b>	<b>JAN 19</b>
TBD - CURRENT EVENTS	<b>JUN 26</b>

<b>CLIENT STRATEGY</b>	<b>JUL 3</b>
<b>L&amp;D W/ COCCO</b>	<b>JUL 10</b>
<b>COS TEAM</b>	<b>JUL 17</b>
TBD - CURRENT EVENTS	<b>JUL 24</b>
<b>NO JAM SESSION</b>	<b>JUL 31</b>
<b>CLIENT STRATEGY</b>	<b>AUG 7</b>
TBD - CURRENT EVENTS	<b>AUG 14</b>
<b>DTM TEAM</b>	<b>AUG 21</b>
<b>THE GOODS</b>	<b>AUG 28</b>
<b>CLIENT STRATEGY</b>	<b>SEP 4</b>
<b>L&amp;D W/ COCCO</b>	<b>SEP 11</b>
TBD - CURRENT EVENTS	<b>SEP 18</b>
TBD - CURRENT EVENTS	<b>SEP 25</b>
<b>CLIENT STRATEGY</b>	<b>OCT 2</b>
<b>COS TEAM</b>	<b>OCT 9</b>
<b>DTM TEAM</b>	<b>OCT 16</b>
<b>L&amp;D W/ COCCO</b>	<b>OCT 23</b>
<b>NO JAM SESSION</b>	<b>OCT 30</b>
<b>CLIENT STRATEGY</b>	<b>NOV 6</b>
<b>NO JAM SESSION</b>	<b>NOV 13</b>
<b>THE GOODS</b>	<b>NOV 20</b>
AHOD PRESENTATIONS	<b>NOV 27</b>
<b>CLIENT STRATEGY</b>	<b>DEC 4</b>
<b>L&amp;D W/ COCCO</b>	<b>DEC 11</b>
<b>RECRUITING TEAM</b>	<b>DEC 18</b>
<b>CLOSED FOR CHRISTMAS</b>	<b>DEC 25</b>



# Friday Feels

EVERY OTHER FRIDAY @ 1 PM PT

2024

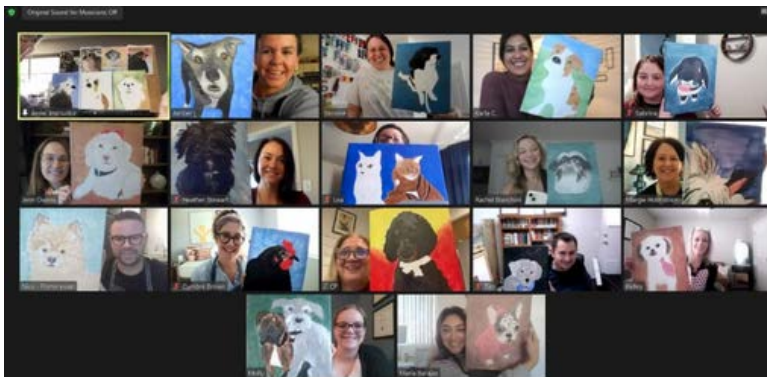
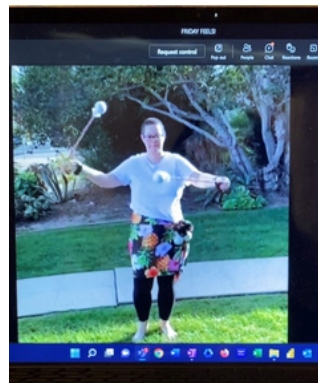
<b>VISION BOARD CREATION</b>	<b>JAN 12</b>
<b>VISION BOARD PRESENTATIONS</b>	<b>JAN 26</b>
<b>DIY VALENTINE'S DAY CARDS</b>	<b>FEB 9</b>
<b>TEAM SHARE: RECOMMENDED READS &amp; PODCASTS</b>	<b>FEB 23</b>
<b>DRAWASAURUS</b>	<b>MAR 8</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>MAR 22</b>
<b>SEMI-ANNUAL TEAM EVENT</b>	<b>APR 5</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>APR 19</b>
<b>COMMUNITY CLEAN UP</b>	<b>MAY 3</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>MAY 31</b>
<b>WOULD YOU RATHER</b>	<b>JUN 14</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>JUN 28</b>
<b>OUTDOOR SCAVENGER HUNT</b>	<b>JUL 12</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>JUL 26</b>
<b>4TH ANNUAL TALENT SHOW</b>	<b>AUG 9</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>AUG 23</b>
<b>SEMI-ANNUAL TEAM EVENT</b>	<b>SEP 6</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>SEP 20</b>
<b>HALLOWEEN-THEMED ACTIVITY</b>	<b>OCT 4</b>
<b>EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0</b>	<b>OCT 18</b>
<b>THANKFULNESS TREE</b>	<b>NOV 1</b>
<b>EQ BOOK CLUB: INTRODUCE 2025 BOOK OPTIONS</b>	<b>NOV 15</b>
<b>ANNUAL HOLIDAY PARTY</b>	<b>DEC 13</b>
<b>HOLIDAY SHOW &amp; TELL</b>	<b>DEC 27</b>

# CULTURE BUILDING

*In Action!*

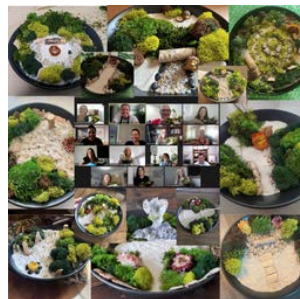
## VIRTUAL FRIDAY FEELS

- Icebreaker or Q&As
- Game Shows / Trivia
- Talent Shows
- Mind and Body Exercises - Wellness Bingo & Yoga
- Annual Vision Boards
- Holiday theme celebrations
- Baby Showers



## TEAMBUILDING DAYS

- PAINT YOUR PET
- AMAZING CYBER RACE
- ZEN GARDENS




## HOLIDAY LUNCHEON




# 2024 Holiday Calendar



**NEW YEAR'S  
DAY**  
Jan 1



**PRESIDENT'S  
DAY**  
Feb 19



**MEMORIAL  
DAY**  
May 27



**INDEPENDENCE  
DAY**  
July 4



**LABOR  
DAY**  
Sep 2



**VETERAN'S  
DAY**  
NOV 11



**THANKSGIVING  
DAY**  
Nov 28



**POST  
THANKSGIVING  
DAY**  
Nov 29



**CHRISTMAS  
EVE**  
DEC 24

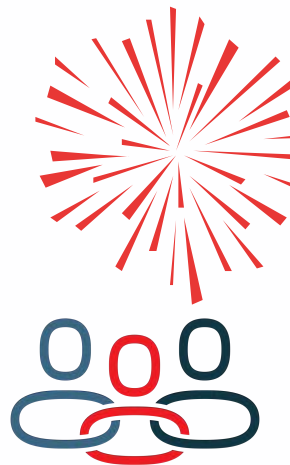


**CHRISTMAS  
DAY**  
DEC 25



**YOUR  
BIRTHDAY OR  
WORK  
ANNIVERSARY**

*celebrate*



OUR FAVORITE



Tools &  
Resources



Culture Works

purpose ▶ people ▶ process

# SYSTEMS & TOOLS

## Team Notebook



- We're very collaborative and love OneNote
- We prep for client meetings by creating agendas, and keeping notes of our interactions so our team members have the scoop
- We also keep track of resources, CTP's (internal procedures) and best practices that will make our lives easier
- You can also find team success and internal meeting agendas. If it's something worth sharing or important to keep, do it here

## Team Site



- aka Team Drive aka SharePoint
- This is where we keep Word, Excel, PowerPoint, PDFs, and Picture files.
- Everyone on the team has access.

## External Client Site



- Sometimes when working on projects with clients and document sharing is necessary, we set up a shared folder and give them access. This keeps their data secure (i.e. SSNs, DOBs, offer letters, etc).

- **Access:** [www.office.com](http://www.office.com)
- Easily access all your work documents from here: OneDrive, Outlook, Power Point, OneNote, Excel, Word, Teams, from any computer

Email isn't fun and can get cluttered, so we use Teams for:



- Intentional communication
- Team & external meetings (just like zoom)
- Explore our existing team communication channels, and create new ones if needed
- **Best Practices:** 1) always reply to messages within the thread to keep the #channel readable; and 2) make sure you set up notifications for the channels you're interested in

In addition to your email:



- [COSTeam@cultureworkshr.com](mailto:COSTeam@cultureworkshr.com) - Shared inbox set up for the Culture Ops team and used by clients for HR help requests
- **CW All Distribution List** - for "all team" communications.
- Some clients may have dedicated email addresses
- **Calendar** - as the Transparent Partners that we are, we all have access to each other's calendars



- Employee Engagement, Culture Pulse Checks, Value Evolution & NPS Surveys...you name it, we've probably already done it!
- SurveyMonkey is our partner for all these fun surveys we facilitate for clients, or use in-house



Paylocity is our internal HRIS System, we use it for:

- Timekeeping
- Time off requests
- Expense reimbursements
- Employee documents
- Onboarding and offboarding



- Time tracking for internal impact and/or client service metrics



Do we need to explain zoom? lol

- we use zoom for those clients that prefer it to MS Teams
- We also use it for remote Learning & Development sessions, and CW facilitated webinars
- **Best Practice:** we collaborate as a team, so always set up your calls online so you can verify that zoom timeslot is available at that date/ time



- We use Canva to create all sorts of fun and impactful flyers, posters, and communication materials customized to our client's brand
- We also use it for internal materials, including this Culture Playbook
- Trust us, you will feel like you went to design school once you get a chance to play in Canva!



- Our Talent Scouts use this platform to keep track of applicants interested in job postings



- We drive better business decisions by analyzing data visually in POWER BI for insights .



## Microsoft Teams Group Chats



## Microsoft Teams Collaboration Channels

### Informal / Ad-Hoc

- Individual or Group informal chatter
- Cannot add subject/title to messages
- Can upload files, but not saved in SharePoint
- Everyone in the chat group notified of new messages

### PURPOSE

### More Formal/Tracked Conversations

- Group collaboration channels
- Channels can be private or public (CW public)
- Can add Chat Subject/Title to each chat
- Uploaded files are saved within the Channel and in the Channel's SharePoint folder
- Can connect to OneNote Notebooks
- User determines if they want to receive new message notifications

### CW USES

#### CW Team Group Chat

- Strictly informal group chat. (For work updates, communications, or requests, use the COS Internal - General Channel, or an applicable Channel)
- All Culture Works employees have access to this chat group
- Wish happy birthdays, happy anniversaries, etc.

#### Visualize to Materialize Group Chat

- All Culture Works employees have access to this chat group
- The purpose of this chat is to share photos, quotes, or actions we are taking to accomplish our Vision Board desires

#### MS Team Meeting Chats

- Chats that are part of MS Teams scheduled/facilitated meetings show up in the Chat section:
  - Monday team meeting
  - Tuesday team huddles
  - Jam session
  - Friday Feels, and any other meetings scheduled in MS Teams

#### Informal 1:1 Team Member Chats, or 2+ Team Member Chats

- Informal chats between team members (two or more) will show up in the Chat section

#### COS Internal - General

- Use for work updates, communications, or requests

#### ✓ Best Practices - Culture, Talent and HR Tips

- Tips on how to do our job better in Culture, Talent and HR



#### Compliance Updates

- Used to provide employment compliance updates to the team



#### Culture Operations - COS Team Requests

- Our Consultants of Service coordinate and track COSTeam Requests here. They coordinate these efforts through this channel to process, collaborate and organize service and support.



#### Education - Articles and Reading Materials

- Articles, Books, and Reading Materials recommended by the team, for the team



#### Crowdsourcing Culture - Sharing News Digitally

- Do you have news to share or have something news worthy? We want to crowdsource our culture by sharing who we are! The clients love CW, but they ultimately love the People that create the magic!
- Use this Channel to share digital pics or short videos that you are giving us permission to share or post on social media.
- Ideas to Share: Culture Works Team Events; Your Birthday pic (after you're back from being off); Your Vacations; Your Clients and their Teams; Your Special Moments & People; Your WINS



#### EQ Techniques, Tips, and Practices

- Use this channel to share EQ techniques that are working for you, EQ articles, books, tips, personal awareness and knowledge

**NOTE:** Additional Project or Group Specific channels exist, or can be created. They can be private channels, or public to anyone at Culture Works.



Culture Works

purpose ▶ people ▶ process



# Follow Us on Social Media



Let's Get Connected for Our Latest News & Updates



[www.linkedin.com/company/culture-works-hr](http://www.linkedin.com/company/culture-works-hr)



[www.instagram.com/cultureworkshr](http://www.instagram.com/cultureworkshr)



[www.facebook.com/CultureWorksHR](http://www.facebook.com/CultureWorksHR)



<https://www.youtube.com/channel/CultureWorks>



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DEC 2023