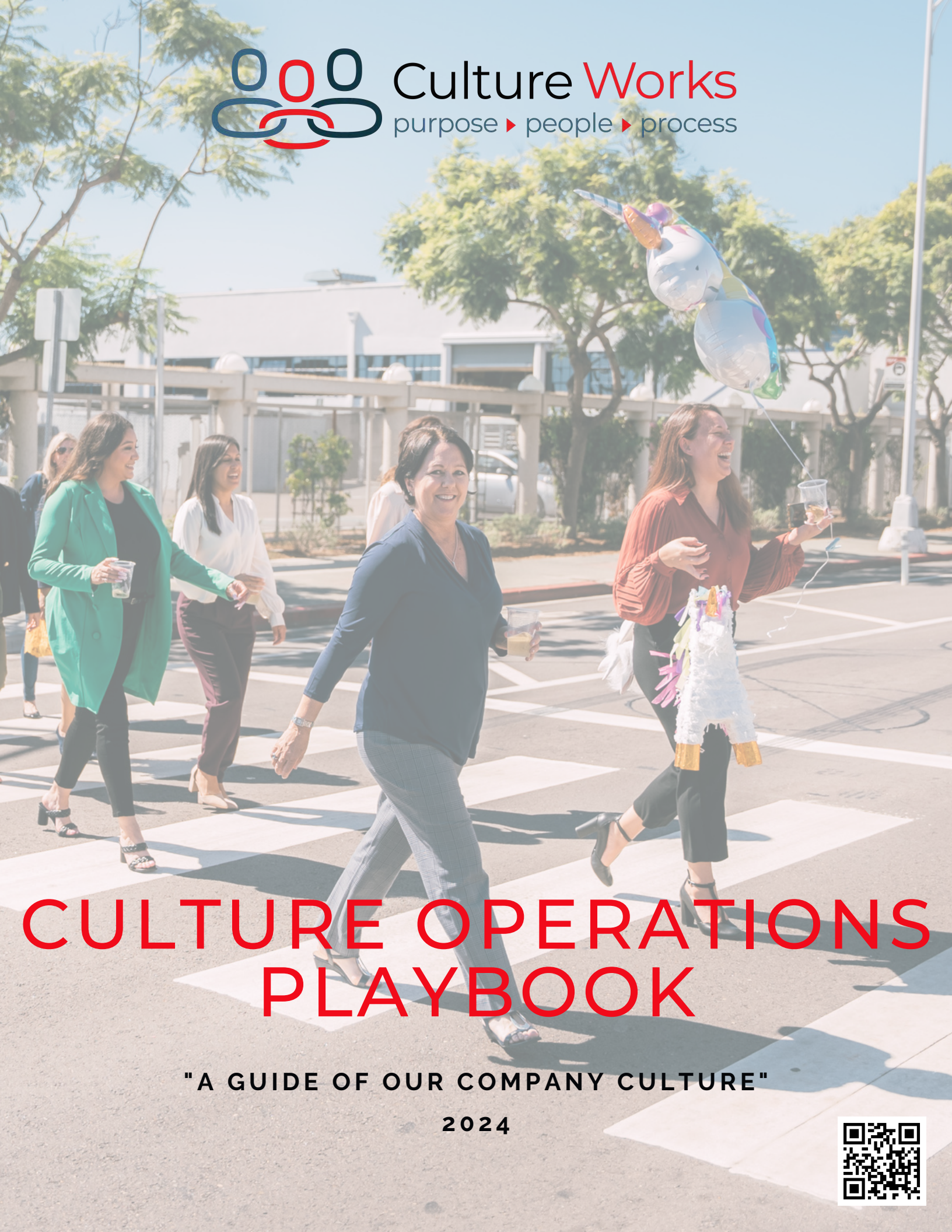




Culture Works
purpose ▶ people ▶ process



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

#15 People at Culture Works

INTEGRATIVE HR

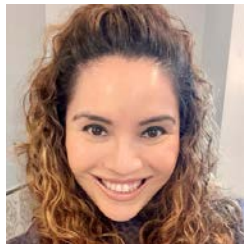
Kelley, DTM
HR Business Partner

Heather, DTM
HR Business Partner

Tim, DTM
HR Business Partner

Margie, CTM
Sr. HR Generalist

Jenn, CTM
HR Generalist III



Lea, CTM
HR Generalist

Rossy, CTM
HR Generalist

Molly, CTM
Culture Operations Specialist

Rachel, CTM
HR Coordinator

Maria, CTM
HR Coordinator

Want to know more about us?



TALENT

Cocco
L&D Specialist



Karla
Talent Specialist

OPERATIONS

Amber
Sales Operations



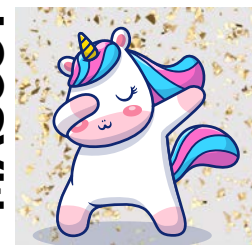
Simone
Operations Manager

Preston



VIDEOGRAPHER

Unicorn



MASCOT



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!

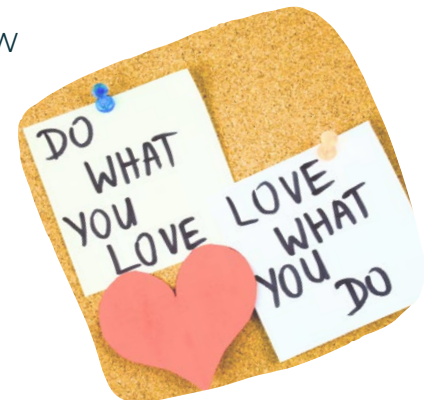
- **Client Team** | 80% client work that is role aligned | 20% CW
- **Ops** | 80% functional ownership that is role aligned | 20% CW
- **Performance Success System** | Monthly 1:1s with CEO



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

total compensation package.



Culture Works
purpose ▶ people ▶ process

We Bring It - You Do It - We Got this!

culture works = aligned success to truly **do you**

We want everyone on our team to:

- DO WHAT YOU LOVE
- LOVE WHAT YOU DO
- Give us feedback on what matters to YOU: culture, money, incentives, rewards and recognition
 - you speak we listen we talk we implement

what we **do**

- **Role Aligned Compensation** - your compensation is aligned with **your** role vs. annual merit/seniority/ cola increases
- **Reward Performance** - We encourage our team as they collectively thrive on challenging and rewarding work, they are passionate about getting sh*t done!
- **Performance Success & Career Paths** - We support your career path with regular two-way feedback vs annual performance reviews
- **Personalized Success & KSA Recognition** - We give you personalized success.... increased competencies + increased responsibilities = increased compensation

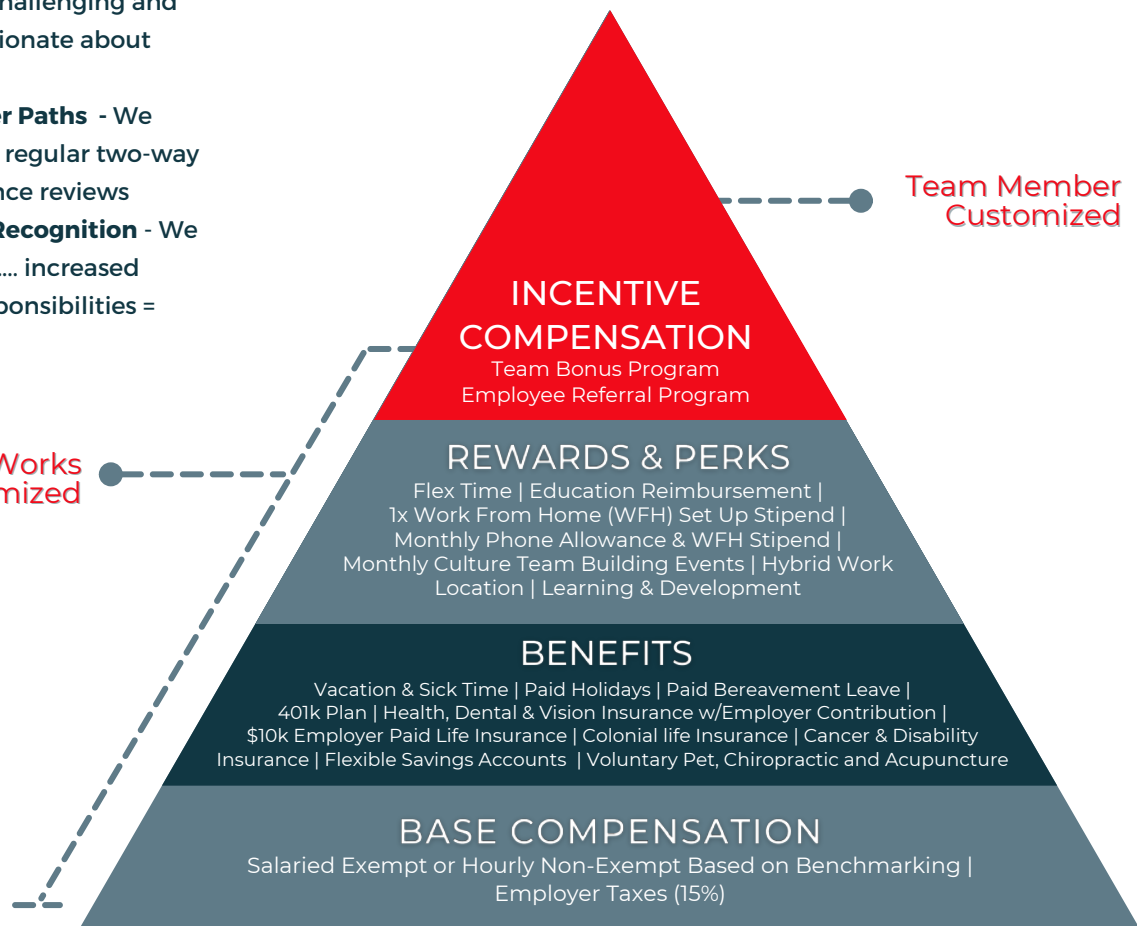
what we **offer**

- **Learning Organization** - resulting in increased team member KSA's via experiential development and continuing education
- **California Base Rates** - All employees, regardless of location, are paid at California benchmarked rates aligned with their individual roles, KSAs, and experience
- **Incentivized Team Success** - Bonus Program designed to incentivize collective team success
- Quarterly MVP Awarded a Self-Care Gift Card
- Generous Vacation and Sick Time
- Medical | Dental | Vision | Life, including chiropractic, acupuncture, and pet insurance
- Basic 401k Plan
- Flexible Work Schedule & Hybrid Work
- TONS of Rewards & Perks



Culture Works Customized

Team Member Customized



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

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

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



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

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

Friday Feels

EVERY OTHER FRIDAY @ 1 PM PT

2024

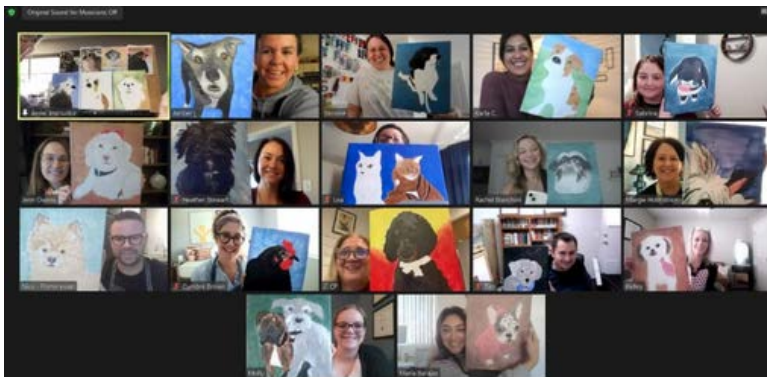
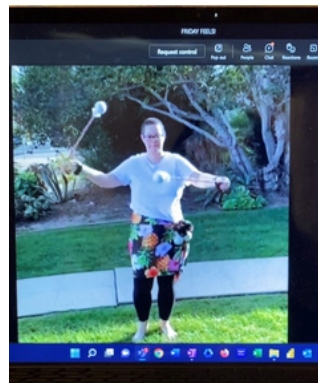
VISION BOARD CREATION	JAN 12
VISION BOARD PRESENTATIONS	JAN 26
DIY VALENTINE'S DAY CARDS	FEB 9
TEAM SHARE: RECOMMENDED READS & PODCASTS	FEB 23
DRAWASAURUS	MAR 8
EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0	MAR 22
SEMI-ANNUAL TEAM EVENT	APR 5
EQ BOOK CLUB: EMOTIONAL INTELLIGENCE 2.0	APR 19
COMMUNITY CLEAN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

CULTURE BUILDING

In Action!

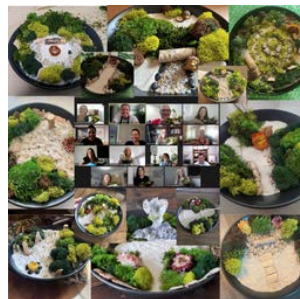
VIRTUAL FRIDAY FEELS

- 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

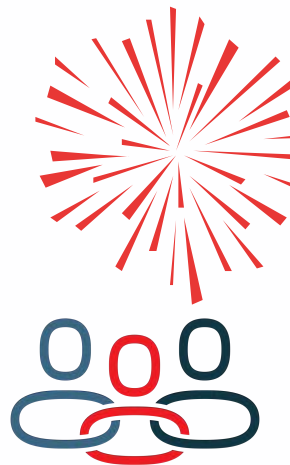


**CHRISTMAS
DAY**
DEC 25



**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
- 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 - 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

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NOTES

Lined writing area with horizontal lines and a large watermark of the word "OOPS" in the center.

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