

Employee Appreciation Day Toolkit



Hampers, Goody Bags & Gifts
Available 'off the shelf' or tailored just for you

I. Themes and Activities:

Theme 1: Superheroes in Your Midst

- **Activity:** Create a "Superhero Wall" where employees can nominate colleagues for specific acts of heroism (going above and beyond, helping others, etc.) and write thank you messages. Decorate the wall with superhero symbols and masks.
- **Bonus:** Create a fun awards ceremony using categories like "Unsung Hero Award" or "Magnificent Mood Booster", with winners based on colleague's nominations.
- **Next Level:** Reward winners with small prizes with congratulatory cards like Cocoon Corporate's "[Big Hero Tub](#)" or "[Cake & Biscuits](#)".



Theme 2: Time Travel Appreciation

- **Activity:** Set up "time travel stations" with photos and mementos from the company's history. Encourage employees to share stories and memories.
- **Bonus:** Have employees write "future appreciation notes" to themselves or colleagues, to be opened on a future date.
- **Next Level:** Extend the theme to include taking time for yourselves by gifting Cocoon Corporate's "[Have a Break](#)" or "[We Appreciate You](#)".



Theme 3: Around the World Gratitude

- **Activity:** Set up booths representing different cultures with snacks, decorations, and activities reflecting each culture. Encourage employees to learn and appreciate diversity.
- **Bonus:** Have a "global gratitude board" where employees can write thank you messages in different languages.

II. Recognition and Appreciation:

- **Create personalized thank you cards:** Encourage managers and colleagues to write personalized cards highlighting specific contributions and positive qualities of each employee.
- **Public shoutouts:** Use internal communication channels to publicly recognize achievements and thank employees for their hard work.
- **Peer-to-peer recognition:** Implement a platform where employees can easily give and receive thank you messages from colleagues.
- **Supercharge team spirit:** Reward teams with a sharing hamper like Cocoon Corporate's "[Totally Nut Free Sharing Hamper](#)".



III. Fun and Games:

- **Organize a talent show:** Let employees showcase their hidden talents through singing, dancing, comedy, or even magic tricks.
- **Hold a board game tournament:** Set up various board games and have employees compete in teams or individually.
- **Photo booth fun:** Set up a photo booth with props and backdrops for employees to create silly and memorable photos.
- **Don't forget the WFH team:** make sure everyone is included by organising a virtual get together – sending those working from home a little treat to get them in the party mood is always worth considering too, like Cocoon Corporate's "[Glow Up](#)"!



IV. Food and Drinks:

- **Cater a special lunch or breakfast:** Treat your employees to a delicious meal with diverse options to cater to different dietary needs. With Cocoon Corporate's "[Breakfast Meeting Pack](#)", you can ensure all staff are included, whether they are in the office or working remotely.



- **Hold your own Bake Off:** Encourage employees to bring their own homemade treats to share, fostering a sense of community and cultural exchange.
- **Give a boost with treats to share:** Cocoon's "[Share Good Times](#)" is a great choice for this, or the "[Big Team Not Too Naughty Snacking Hamper](#)".



V. Remember the Small Touches:

- **Handwritten notes:** Leave simple thank you notes on employees' desks or in unexpected places.
- **Sweet Tubs:** Place sweet tubs around the office with encouraging messages – Cocoon's "[You're Fab Sweetie Tub](#)" is perfect for this!



- **Flowers or plants:** Decorate the office with fresh flowers or plants to create a cheerful and welcoming atmosphere.

Remember: Tailor these ideas to your company culture and budget. The most important thing is to show your employees genuine appreciation and create a positive and memorable experience for everyone.

Browse all Cocoon Corporate's [Employee Appreciation Day gifts here](#), or [Brief Us](#) to get something bespoke created just for you.