

First Day Make a Moment



CHRIST FELLOWSHIP
Staff

1

Prepare Office Space

Do you know where their workspace location will be?

2

Order Office Supplies

What's their favorite color?
Do they need a mouse pad?

3

Decorate their desk

With confetti, a balloon, flowers, etc.

4

Make a Moment!

Get your new team member a welcome "basket" with a team shirt, mints, mug, favorite candy, favorite coffee order, etc. Also, write them a welcome card and have the team sign it.

** Expenses come out of your department's budget but you can create an intentional moment and stay under \$30!*