

STEP 4: PUBLICIZE YOUR CAMPAIGN

Employees WANT to know what is going on in the workplace and want to be included. It is important to communicate, communicate!

Share campaign information with your team

- Communicate via all tools provided by your organization (i.e., email, posters, fliers, interoffice memos, newsletters and announcements).
- Share campaign dates with your co-workers.
- Share goals.
- Share event happenings with the locations, dates and times and invite participation.
- Share and update campaign results regularly.



Special Thanks to Our Academy Sponsors