

Improving your workplace culture with your new StaffUnity subscription takes more than just letting the system run. Building true employee engagement comes from your company's direct interaction with its team members. That's why it's important to promote the Lunch Club to your employees and get them excited about participating. The following tips are ways to effectively engage: **creating interest** with your participants, and **providing the environment** for them to enjoy the lunches.



## Creating and Maintaining Interest

- The system will send out a single email to employees welcoming them to the club and explaining how the system works. **Create your own “buzz”** by Informing your staff about the Lunch Club with newsletters, during town halls and with other internal communications. Create a Lunch Club logo for your own company.
- Encourage senior management to **accept invites** and participate to show a desire for everyone to connect.
- Easily select winners for an incentive campaign using the **Random Drawing** buttons on the right side of the **Past Meetings** page in your admin site. This can be used for giving away movie tickets, free lunches or other incentives that can spark interest with employees to accept their Lunch Club email invites.
- Customize the *Welcome*, *Invite* and *Match* email messages on the **Email Templates** page. Use this to tell employees about your incentive campaign or to give them other words of encouragement.
- Find out who your most-engaged participants are by viewing the **Employee List** *by participation*. See the **Opt-Outs** page for the least-engaged employees. Send follow-up emails to participants after meetings.

## Providing the Environment

- In the default *Match* email, participants are encouraged to bring their assigned **Table Number** to the lunch, and they are asked to bring a **name badge**, if they have one.
- It is highly recommended that you setup a clearly-labeled section of the company cafeteria to help the participants finding one another. **Table signs** with numbers should be used to enable employees to easily identify where they should meet. An admin employee should attend each lunch to help facilitate.
- For the admin employee, a list of each week's participants and table numbers can be printed from the **Past Meetings** page, available the day before each scheduled lunch meeting, just after the Match Email goes out to all participants. It is helpful to have this list available at each lunch meet.

## Other Tips

- If you have a company function planned for the same day as a lunch meeting day, simply set an **Exclusion Day** in the system and indicate whether to move the lunch or skip that round.
- Come up with an internal process to make sure new/old employees are added/deleted, as needed.