



هيئة أبوظبي للطفولة المبكرة
Abu Dhabi Early Childhood Authority

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“THRIVING AT WORK” GUIDE

Get inspired from promising practices!



Through our research, we found that **positive working environments** have the power to **enhance practitioners' feeling of satisfaction and productivity**.

We **uncovered several promising practices** that have undertaken **relevant efforts to enhance working environments** in an innovative and practical way.

As such, the ECA developed this guide to **showcase some of these promising practices** as well as to **provide employers with actionable suggestions to create more supportive, positive and rewarding workplaces** based on the findings from these promising practices.

We hope this **guide serves as a valuable resource**, guiding you through the next steps to **enhance the well-being and productivity of your employees**, thereby fostering a **positive and supportive work environment**.



OBJECTIVES OF THE GUIDE



Highlight the essential **elements** of a **positive working environment** and key **challenges** faced by **ECD practitioners**



Outline the **benefits** of **enhancing work environments**



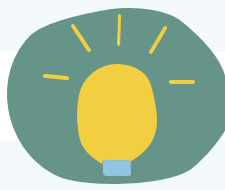
Detail **interventions to enhance working environments** that have been launched by promising practices



Provide employers with **tangible** and **practical** steps to **launch similar interventions** within their own workplace



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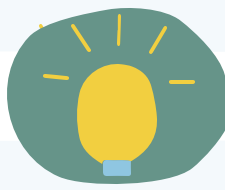


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INTRODUCTION TO POSITIVE WORKING ENVIRONMENTS



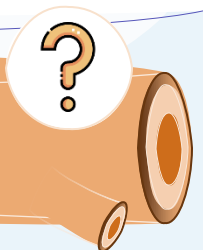
WHAT DEFINES A POSITIVE WORKING ENVIRONMENT



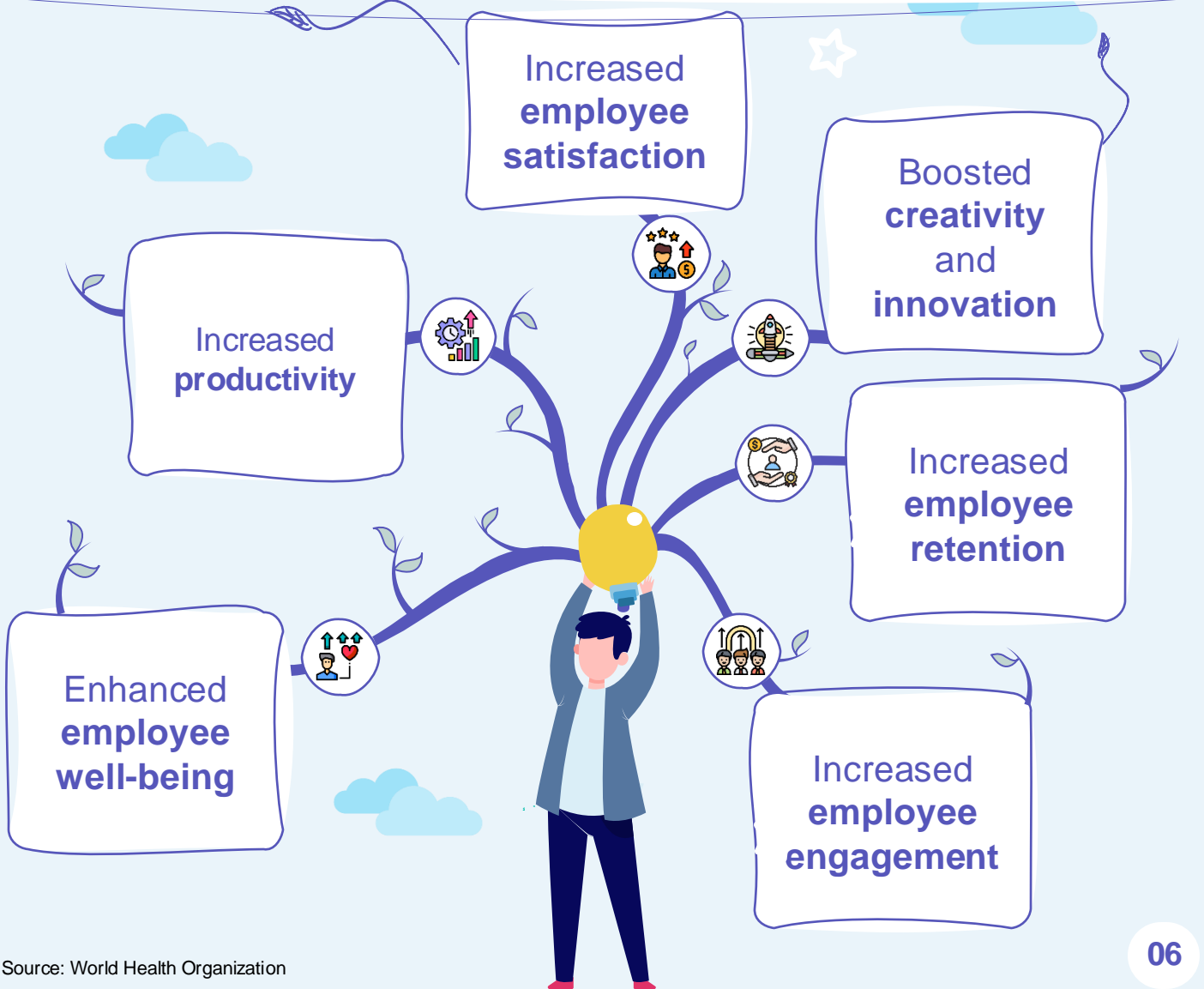
A **healthy workplace** is one in which **workers** and **managers collaborate** to use a continual improvement process to **protect** and **promote** the **health** and **well-being** of **all workers** and the **sustainability** of the **workplace**

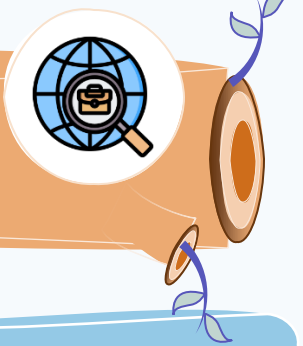


WHAT ARE THE BENEFITS OF HAVING A POSITIVE WORKING ENVIRONMENT?



Benefits of a positive working environment go beyond employee satisfaction and positively affect and **improve organizational outcomes**





WE IDENTIFIED THE FOLLOWING FOUR ELEMENTS TO CONSIDER WHEN THINKING ABOUT WORKING ENVIRONMENTS...

PERSONAL SATISFACTION, APPRECIATION AND RECOGNITION



Encompasses how **comfortable, healthy, valued and recognized employees feel** within their organization, including aspects like **involvement in decisions** and having a **supportive and respectful work environment**

- Key Outcomes
- Physical and mental health
- Trust and integrity
- Sense of belonging and contribution
- Inspiration and creativity

WORK-LIFE BALANCE



Targets the **equilibrium** that an **employee achieves** between their **work responsibilities** and **personal life**, ensuring that employees have **sufficient time and flexibility** to engage in **personal activities** and **family commitments**

- Key Outcomes
- Productivity

BENEFITS



Covers a range of **additional perks and supports** provided by an employer that go beyond salary, such as **health insurance, retirement benefits, parental leave**, and other **support policies**

- Key Outcomes
- Access to healthcare
- Family support
- Retirement support

PD & RELEVANT SUPPORT



Focuses on the **training opportunities and resources provided to employees** for skill enhancement, including **access to training programs, mentorship**, and **performance feedback mechanisms**
















- Key Outcomes
- Skills development
- Career opportunities
- Access to accredited training

PROMISING PRACTICES TO CONSIDER FOR ENHANCING WORKING ENVIRONMENTS



We identified the following 24 interventions from global promising practices to enhance working environments (1/2)



Elements	Intervention	Description	Promising practices adopted globally
Personal satisfaction, appreciation and recognition 	CONNECT & ENGAGE 1.1	Implement activities (e.g., monthly office meetings) to improve internal communication and transparency across the organization	
	DIVERSITY & INCLUSION 1.2	Launch activities to foster diversity and inclusion , promoting respect and collaboration among employees	
	INSPIRATION 1.3	Conduct community engagement activities twice a year to promote employee volunteerism	
	MIND YOUR WELLNESS 1.4	Launch therapeutic support activities to boost the mental and physical well-being of employees	
	WELLNESS DAY 1.5	Allocate one day of each quarter for employees to conduct non-work-related activities such as workshops, yoga, etc.	
	WORKING ON WELLNESS 1.6	Provide wellness activities (e.g., cultural days) to foster the overall health and well-being of employees	
	BUILDING COMPASSION AND RESILIENCE 1.7	Nurture the resilience of healthcare workers through workshops and trainings on compassion and set up gratitude sharing channels	
	EMPLOYEE FORUM 1.8	Launch a forum by which employees can raise issues or ideas to management to be discussed along with ways to address the issues raised	
Work-life balance 	FLEXIBLE WORKING STYLES 2.1	Adopt flexible working styles (e.g., flexible working hours) and offer benefits to promote a better work-life balance for employees	
	FOUR-DAY WORK WEEK 2.2	Offer a four-day workweek per quarter , while maintaining the same level of workflow	
	NO MEETING WEEK 2.3	Implement a meeting-free week to enhance employee flexibility in task management	
	WORK-FROM-ANYWHERE 2.4	Enable employees to work remotely from any location for a designated period each year	
	PURSuing YOUR PASSION PROGRAM 2.5	Offer flexible vacation plans for employees to pursue their passions in addition to subsidies for activities that help develop these passions further	



interventions from healthcare employers/ private sector.



SATISFACTION, APPRECIATION AND RECOGNITION



1.1 CONNECT & ENGAGE



Description

Carry out **activities** (e.g., monthly office meeting) to improve **internal and external communication** and **transparency** across the **organization**, ensuring that every **employee feels heard and valued**, leading to a **better-informed** and more **engaged workplace**. **Potential components include:**

Monthly town hall meetings, allowing employees to **ask questions** and **share opinions**

Monthly award for employees making significant **contributions** to the **organization**

Platform for **employees** to pitch their **ideas** for **new services/adjustments** on workplace

Peer-to-peer recognition platforms for practitioners and employees to write appreciation notes for each other

Regular **focus groups** and **employee surveys** to solicit feedback and ensure continuous improvement

Employee portal to provide access to **information** about **organization activities** and **benefits**

Daily **stand-up meetings** for **10 minutes** to discuss updates on **key priorities**, ensuring team **alignment** on ongoing **tasks** and **projects**

How can this help?

increase acknowledgment of employee contributions

Increase employee involvement in decision-making

Improve transparency and open communication

Improve recognition and understanding of colleagues

1.2 DIVERSITY & INCLUSION



Description

Implement **diversity** and **inclusion activities** (e.g., unconscious bias training), enhancing **understanding, respect**, and **collaboration** among **employees** from various backgrounds. This helps enrich the **organizational culture** and **strengthen workplace relationships**. **Potential components include:**

Training **sessions** focused on **understanding & combating unconscious bias** and recognizing the **value** of **diverse teams**

Election of monthly "**Inclusion Champions**" across **departments** who are responsible for **promoting inclusive practices**

Celebration of **national days** of **countries** represented in **workplace**

Formation of "**Employee Resource Groups**" that reflect different dimensions of **diversity** (e.g., group for women)

Providing additional equipment and tools for **employees** with **disabilities/health issues**, ensuring they can fully **participate** in work-related **programs** and perform their jobs effectively

How can this help?

Boost employee engagement and morale

Increase inclusion in decision-making processes

Enhance transparency and open communication

1.3 INSPIRATION



Description

Launch optional **community engagement activities** (e.g., skill-based volunteering) **twice a year** to encourage and **facilitate volunteerism** among employees, fostering a culture of giving. **Potential components include:**

Assisting non-profit organizations by leveraging employee expertise (e.g., software development)

Activities aimed at **environmental sustainability** (e.g., planting trees)

Serving as **mentors** for **selected students at universities**

Allowing employees to attend **conferences of interest** helping them gain skills relevant to their line of work

How can this help?

Enhance community engagement and employee's sense of belonging

Increase recognition of employee contribution

Encourage collaboration and support across the working environment

1.4 MIND YOUR WELLNESS



Description

Provide **recurring therapeutic support activities** (e.g., access to mental health professionals) on a quarterly basis to enhance **mental** and **physical well-being** of employees, leading to a **healthier** and **supportive workplace**. **Potential components include:**

Yoga sessions to reduce **stress** and **anxiety**

Access to digital counseling apps

Nutritional workshops on how to achieve your dietary goals

Stress-relief activities like art therapy or mindfulness sessions

Safe spaces (e.g., designated office rooms) where employees can **share their experiences** and **struggles** with **medical experts** and **psychologists**

How can this help?

Foster a supportive working environment

Enhance support and resources for mental health care

Reduce stress levels and improve mental health for employees

1.5 WELLNESS DAY



Description

Designate **one day** each **quarter** for employees to **step away** from their usual **work** responsibilities to **focus** on **personal and professional growth** through attending workshops, community activities, and events prepared by the employer, enhancing **job satisfaction**, **organizational culture**, and **relationships**. **Potential components include:**

Friendly competitions and **physical wellness activities** such as Padel tournaments

Workshops and trainings on **cutting-edge technology** such as AI

Full-day events outside of work, featuring a range of activities (e.g., team games)

Community service events

How can this help?

Boost employee wellness

Improve recognition of employee contributions

Improve team collaboration

1.6 WORKING ON WELLNESS



Description

Implement quarterly **wellness activities** (e.g., social events, cultural days) to support the overall **well-being** of employees, enhance **job satisfaction**, and promote an **inclusive working environment**. **Potential components include:**

Social gatherings (picnics, movie nights) twice a year to strengthen bonds among employees

Monthly **cultural days** where employees can share their **traditions** and **backgrounds**

Sessions on different topics about **mental health** (e.g., meditation, resilience, stress management)

Access to professional counseling to help employees deal with their personal challenges

How can this help?

Increase effectiveness in balancing personal and professional life

Increase mental health support accessibility

Reduce work-related stress



Interventions from healthcare employers

1.7 BUILDING COMPASSION AND RESILIENCE



Description

Design a program to **facilitate resilience of healthcare frontline workers through workshops and trainings**. Aim of this program is to **make compassion a way of living** and **foster the intrinsic motivation of employees**. Program includes a **gratitude platform** that allows patients, visitors and other employees to **thank healthcare professionals for acts of compassion** through delivering gratitude cards and messages. **Potential components include:**

Online training modules on compassion, healing, restoration and resilience

Gratitude cards to be filled by patients, visitors and employees for practitioners

Experiential workshops run for practitioners in small groups

Gratitude and **recognition boards** for the practitioners

Seminars featuring external guests to talk about compassion, healing, restoration and resilience

How can this help?



Enhance community engagement and sense of belonging



Recognize employee contribution



Motivate and reinforce compassionate behaviors in the workplace



1.8 EMPLOYEE FORUM



Description

Launch a **forum by which any employee can raise an issue or idea to the Executive team**. Requests are **collected** all year round **through relevant representatives** and these representatives then **run a quarterly 2-day workshop** to discuss the most **pertinent issues** with the **Executive team** and **agree on initiatives / next steps** to address the issues raised. **Potential topics to be raised through the channel include:**

Parental leaves and **employee related policies**

Training needs and **professional development requirements**

Communication and **ways of working**

Working norms and getting more **flexibility in the workplace**

How can this help?



Improve employee engagement and sense of belonging



Include employees in decision making



Enhance transparency and open communication



Identify solutions to working environment issues like night shifts and long working hours



Ensure required support for employees is voiced and provided for



HOW WOULD IMPLEMENTING INTERVENTIONS ACROSS THE SATISFACTION ELEMENT LOOK LIKE FOR ME?



Baseline assessment



Understand the current **challenges** faced by employees within the organization through employee survey

OPTIONAL

Theme selection



Select a unique **theme** for each **quarter** to **guide** the **activities** planned

OPTIONAL

Stakeholder engagement



Engage with **various stakeholders** (e.g., mental health providers, training providers) to **seek support**

Communication



Create a **communication plan** to generate excitement and **inform employees** of new **intervention**

Feedback collection



Launch **survey** to collect **feedback** from **employees** to assess the **effectiveness** and identify **area of improvement**

Resource allocation



Assign **HR team** to **oversee** the **intervention**

Activities selection



Select list of **activities** based on **employees' preferences**

Logistics arrangements



Organize **logistics** both **within** and **outside** the **office** based on the activities

Execution and documentation



Carry out the **intervention** and **share** results with photos and videos



WORK-LIFE BALANCE



2.1 FLEXIBLE WORKING STYLES



Description

Enable **flexible working styles** (e.g., flexible working hours) and provide specific **benefits** (e.g., subsidized childcare) to promote a **flexible working environment**. **Potential components include:**

Customizable working hours by allowing employees to align work hours with their managers

Remote working for up **2 days** each **week**

"Job share arrangements" allowing **2 employees** to share a **full-time position** by working **3 days per week each**, with **one overlapping day** for collaboration

How can this help?

Enhance support and flexibility for working parents

Increase accessibility to affordable and high quality childcare

2.2 FOUR-DAY WORK WEEK



Description

Allow **employees** to **work four days for one week** each **quarter** while maintaining full-time benefits, enhancing **productivity** and **work-life balance** while ensuring **uninterrupted business operations**. **Potential components include:**

Short training for managers to be **ready to lead teams effectively** under the **new schedule**

"Compressed Fortnight" allowing employees to work **extended hours** for **9 days in 2 weeks**, earning an extra day off every other week

Shifting from **hours-based** to **output-based** performance

Ensuring **employees' vacations** are **respected** with **no expectations** of answering **calls/emails**

How can this help?

Increase personal time

Reduce workload stress

2.3 NO MEETING WEEK



Description

Suspend all meetings for one week, allowing employees to manage their tasks more flexibly, boosting productivity, reducing burnout, and enhance overall job satisfaction. Potential components include:

Managers support to facilitate the execution of the initiative

Guidelines on how to **handle urgent/ essential discussions** that typically would have required a meeting

Flexibility in task management and **deadlines** to accommodate different work styles

Encouragement of using **communication channels** (e.g., Slack, MT, etc.)

How can this help?

Reduce level of stress associated with workload

Increase flexibility in working hours

Enhance work-life balance

2.4 WORK-FROM-ANYWHERE



Description

Allow employees to work remotely for up to four weeks each year from any location, enhancing productivity and well-being while ensuring business continuity. Potential components include:

Secure technological setup for employees (e.g., access to cloud services)

Guidelines that outline the expectations, and responsibilities (e.g., work hours)

Ongoing support through IT helpdesks

Open lines of communication to keep everyone connected and informed

How can this help?

Enhance work-life balance

Enhance flexibility



Description

Offer **flexible vacation plans** to give employees the chance to pursue passions outside the workplace in addition to providing **subsidies for activities that help employees develop these passions** further.

Potential components include:

Floating holiday plans allowing employees that **celebrate certain holidays not given by the local laws** to take time off (e.g. Diwali)

Mandated time off forcing employees to take a **minimum number of days** during the year and adding it as a **KPI to be measured for departments**

Subsidies for courses and activities that help employees **pursue their passions** (e.g. music classes, gym memberships, musical equipment, sports equipment, websites to build digital content)

How can this help?

Increase personal time available for employees



Provide flexibility in the workplace, including for working mothers



Enhance work-life balance



Encourage employees to pursue their passions



Improve in-kind benefits and incentives



HOW WOULD IMPLEMENTING INTERVENTIONS ACROSS THE WORK-LIFE BALANCE ELEMENT LOOK LIKE FOR ME?



Resource allocation



Assign **HR team** to **oversee** the **intervention**

EXCLUSIVE FOR INTERVENTIONS 2.2 & 2.3

Week selection



Determine the **week(s)** in which the **new intervention** will be **held**

Communication



Inform all **employees** about the **intervention** through **internal communications** (e.g., emails)

Full launch



Launch the **intervention**, providing clear **communication**, **resources**, and ongoing **support**

Policy development



Develop clear **policies** outlining **eligibility**, **application processes**, and **other** relevant **guidelines**

EXCLUSIVE FOR INTERVENTIONS 2.1 & 2.4

Technological setup



Invest in reliable and secure **IT infrastructure** to **support remote work** (e.g., VPNs, cloud services)

OPTIONAL

Pilot testing



Pilot test for **selected groups of employees** to identify **potential issues** and make **necessary adjustments**

Feedback collection and continues improvement



Collect feedback from employees on the overall experience to **improve policies** and **benefits**



BENEFITS



3.1 FAMILY FIRST



Description

Provide comprehensive **support** and **benefits** to help parents **balance career** and **family life**, enhancing **mental well-being**, and boosting **productivity**. **Potential components include:**

Employee-led group to advocate for policy changes within the organization (e.g., introduction of shared parental leave)

Financial support to assist employees with **childcare expenses** (e.g., AED 7500 annually)

Access to professional counselors specializing in **family therapy** and **parenting challenges**

Up to **AED 18,000** in **assistance** to employees **adopting a child**

Sponsored **family events** at **family-friendly locations**

Enable **new mothers** to **return to work** on a **part-time basis** for up to **two months** post-maternity leave

How can this help?

Increase access to specialized health services



Enhance family benefits and incentives



Expand non-basic support policies (e.g. paternity leave, shared parental leave)

Increase work flexibility



Improve educational assistance for employees' children



3.2 HEALTHCARE AND CHILDCARE BRIDGE



Description

Assist **employees and their families** by providing **financial support** and **benefits** to **navigate healthcare** and **childcare challenges**, enhancing **financial stability** for employees, and reducing **childcare burdens**. **Potential components include:**

Daily allowance for employees **taking care of sick children or parents**, set at ~AED 150 per day

Discounts for childcare centers, offering employees up to **40% reduction** in fees

Travel reimbursement for **regionally unavailable medical services** for **employees, parents or children**

Subsidized virtual care (e.g., video calls, live chats) for employees **residing in areas with limited high-quality healthcare providers** near their home

How can this help?

Improve access to specialized medical care



Enhance family benefits /incentives



Facilitate balance between professional and personal/ family responsibilities



3.3 HELP AT HOME WHILE YOU WORK



Description

Enhance the overall **well-being** of **employees** by providing essential **support** for **managing home responsibilities**, promoting a **healthier work-life balance**, and leading to better **employee satisfaction**. **Potential components include:**

Financial assistance to cover part of the **cost of care** for **children, adults, or pets** for up to **25 days**

Subsidized services related to **household tasks** (e.g., cleaning, maintenance) provided through contracted professional service providers

Grocery shopping service for employees' families with a **monthly allowance** of up to **500 AED**

Transportation services for **employees** and their **family members** (e.g., school drop-off for children), capped at **1k AED per month**

How can this help?

Enhance support for home responsibilities



Improve family benefits and incentives



Reduce employees' stress levels



Promote better work-life balance



3.4 HOLISTIC CARE



Description

Provide various **benefits** (e.g., discounted services) to **enhance** the **mental stability of employees**, ensuring that every employee **feels supported**, leading to a more **sustainable workplace**. **Potential components include:**

Discounted services, including **car rentals** and **hotel accommodations**

Maternity or paternity leave for up to **12 weeks** at the full base rate of pay for new parents

Annual **profit-sharing plans** and monthly operational **incentives** that can total up to **\$1,200 annually**

Option to **extend insurance coverage** to include **family members** at reduced rates

How can this help?

Enhance support to balance work and personal life



Alleviate financial stress with improved incentives



Extend full family insurance coverage



Boost employee sense of value and support



3.5 YOUR FINANCIAL WELLBEING



Description

Launch a program that offers a **range of financial services and benefits for employees** to help them ease their financial planning and give them better access to resources. **Potential components include:**

Affordable loans repaid through salary deductions

Access to specific credit products secured by the workplace (e.g. credit cards, buy now pay later products)

Option to be paid **salaries in advance** subject to a minor fee

Saving schemes including pension funds, life insurance, stock options, etc.

How can this help?

Increase access to financial resources

Improve financial incentives and benefits

Enhance financial wellbeing of employees and their families



HOW WOULD IMPLEMENTING INTERVENTIONS ACROSS THE BENEFITS ELEMENT LOOK LIKE FOR ME?



Resource allocation



Assign **HR team** to **oversee** the **intervention**

Stakeholder engagement



Engage with **relevant stakeholders** (e.g., healthcare/ childcare providers, funding bodies) to **seek support**

Logistics arrangements



Organize **logistics** both **within** and **outside** the **office** based on the **benefits/ services** selected

Implementation



Launch the **intervention**, ensuring selected **benefits/ services** are **accessible** to **employees**

Services/ benefits selection



Select list of **new services/ benefits** based on **employees' preferences and feasibility**

Regulations



Engage with **regulatory bodies** to ensure **compliance** or request **policies updates/ new policies** if needed

Communication



Create a communication plan to **inform employees** about the **new benefits/ services** and how to access them

Evaluating and improving



Regularly collect employee **feedback** through **surveys** and **make improvements** to meet **employee needs**



**PROFESSIONAL
DEVELOPMENT &
RELEVANT SUPPORT**



4.1 EMPOWER TECH LEARNING



Description

Set up virtual **digital trainings** that equip employees with **skills** and **knowledge** necessary to **effectively utilize advanced technologies**, and broaden **professional capabilities**, thereby **enhancing prospects** for **promotion**. **Potential components include:**

Workshops covering fundamental **digital skills** on **productivity software** (e.g., Excel)

Courses covering topics such as how to **use cloud services**

Basics of **AI** and **machine learning**, explaining how they can be **utilized** in your **job role**

Data analytics training to teach employees how to **interpret data** and make **informed, data-driven decisions**

Offering employees **subsidized training opportunities** (e.g. 40% coverage) for **accredited professional development programs** to enhance their **skills** and **qualifications**

How can this help?

Improve understanding of emerging technologies



Expand professional growth opportunities



Outline clear career path progression



Bridge technology competency gap



4.2 LEARN ANYWHERE



Description

Provide a comprehensive set of **digital libraries** containing **courses** on **different topics**, enabling flexible education opportunities **accessible from any location**, and offering **certificates** for **completed courses**. **Potential components include:**

Leadership & Management library providing courses on **management team building** and **strategic decision-making**

Personal development library including resources that **support personal growth** (e.g., time/stress management)

Professional skills library focusing on **business skills** (project management, and problem-solving)

Industry-specific library tailored to **specific industries** (e.g., education)

How can this help?

Enhance opportunities for ongoing professional development



Update and enhance the skill set of employees



Strengthen support from supervisors



4.3 LEARNING MONTH



Description

Implement a **month-long professional development program** with **themed weeks** designed to enhance **skills**, boost **productivity**, and promote a **learning culture** through **online courses**, **webinars**, and **workshops**. **Potential components include:**

Online courses that employees can **complete** at their **own pace**

Webinars that enable live **engagement** between **trainers** and **participants**

In-person workshops where employees can **discuss topics** in **small groups**

How can this help?

Provide structured career development opportunities

Expand training resources

Enhance skills and competencies

4.4 PATHWAY TO SUCCESS



Description

Launch a program aimed at developing **leadership skills** for **employees transitioning into management roles** and supporting **entry-level employees**, fostering **leadership capabilities**, and a **supportive environment** for new employees. **Potential components include:**

Focus group discussions on **leadership challenges** and **best practices**

Social gatherings to help new joiners **build relationships**

Online courses on **leadership** and **management**

Assigning a **mentor** and having **one-on-one sessions** focused on **career goals** and **personal development plans**

How can this help?

Enhance support from supervisors

Prepare employees for management roles

Help new joiners adapt to workplace culture and understand their roles

4.5 STAFF COLLEGE



Description

Establish a dedicated **training ground** for employees providing access to an extensive array of **courses** and **online resources**, enhancing their **skills & capabilities** across various **topics**, and **assisting** them in achieving **successful annual reviews**. **Potential components include:**

Online **library of courses developed** in collaboration with leading **online learning platforms** (e.g., Coursera, LinkedIn)

Pairing **less experienced employees** with **mentors** who can provide **guidance, feedback, and support**

Trainings for **senior employees** with **flexibility** to choose between attending training sessions in **person** or **virtually**

How can this help?



Expand opportunities for professional growth and career advancement



Develop pipeline of trained leaders



Bridge technology competency gap



4.6 HEALTH ACADEMY



Description

Design a **dedicated online learning platform for employees** to help them flourish in their roles. **Certain courses on the platform are also mandated to specific employees based on their performance review**, with outcomes from the course reviewed as part of their next performance assessment cycle. **Potential components include:**

Online professional development courses and **training opportunities**

Mentorship programs that pair more experienced practitioners with new practitioners

Professional qualifications and apprenticeships that practitioners can take on based on their needs

How can this help?



Upskill practitioners



Expand available resources for training and professional development



Enhance accountability of practitioners on professional development opportunities



HOW WOULD IMPLEMENTING INTERVENTIONS ACROSS THE PD & RELEVANT SUPPORT ELEMENT WOULD LOOK LIKE FOR ME?



RESOURCE ALLOCATION



Assign **HR team** to **oversee** the **intervention**

ACTIVITIES SELECTION



Select list of **courses** to focus on as part of **professional development needs**

CONTENT AND LOGISTICS ARRANGEMENT



Prepare **content** with **selected partners** and organize **logistics within** and **outside** the **office**

EXECUTION



Launch the **intervention**, ensuring all **activities** and **resources** are **accessible** and **inclusive** for all **employees**

EXCLUSIVE FOR INTERVENTION 4.3

THEME & MONTH SELECTION



Select the **month** and establish a unique **theme** for **each week** to **organize** the **activities**

STAKEHOLDER ENGAGEMENT



Engage with various **stakeholders** (e.g. training institutes, online training providers) to **seek support**

COMMUNICATION



Create a **communication plan** to **inform** and **encourage employees** to participate

FEEDBACK AND ENHANCEMENTS



Measure **employee engagement** and collect **continuous feedback** to **assess** the program's **effectiveness** and implement **scale-up and improvements measures**



**We hope You continue to refer to
this guide and find it beneficial!**





هيئة أبوظبي للطفولة المبكرة
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THANK YOU



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