



The Inclusive Calendar

A Strategic Guide on Planning
and Celebrating Diversity, Equity,
and Inclusion for HR Managers

TeamBuilder
by  Intuition

September Initiatives:

Jewish High Holy Days
Hispanic Heritage Month

2024





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Dear HR and Benefits Heads,

As we enter the month of September, we have the opportunity to embrace and celebrate the rich diversity within our workplaces by recognizing two significant observances: the **Jewish High Holy Days** and **Hispanic Heritage Month**. By acknowledging these important dates, we not only show respect for the traditions and contributions of our colleagues but also create a more harmonious and engaged work environment.



The **High Holy Days**, comprising Rosh Hashanah (September 25-27, 2024) and Yom Kippur (October 11, 2024), are the most solemn and spiritually reflective period in the Jewish calendar. Rosh Hashanah, the Jewish New Year, marks the beginning of the ten Days of Awe, a time dedicated to introspection and the sounding of the shofar. This period culminates in Yom Kippur, the Day of Atonement, which is devoted to fasting, repentance, and seeking forgiveness. These days emphasize themes of renewal, moral responsibility, and community, offering a profound opportunity for personal and collective reflection.

Hispanic Heritage Month, celebrated from September 15 to October 15, honors the rich histories, cultures, and contributions of Hispanic and Latinx



communities in the United States. The dates are significant as they encompass the independence days of several Latin American countries. Hispanic Heritage Month highlights the vibrant cultural expressions, historical achievements, and societal contributions of Hispanic and Latinx individuals, reminding us of the importance of diversity and the value it brings to our workplaces and communities.

In this issue, we discuss how we can honor these observances through meaningful actions and initiatives. Moreover, we are pleased to highlight Intuition's [TeamBuilder](#). TeamBuilder offers HR professionals the tools to conduct challenges and activities aligned with diverse cultural events and holidays, enhancing your DEI planning process and fostering a vibrant, inclusive team environment. For more DEI events to recognize each month, visit our [DEI calendar](#).



Don't miss our monthly guides!

Subscribe to our monthly newsletters for more challenges, guides, and helpful articles on team building.

Subscribe Now



Planning Guide

Initial Planning Phase

AUGUST 12TH

AUGUST 19TH

Define the event goals and objectives

Define the event goals and objectives and determine what you aim to achieve with the event. You can acknowledge and celebrate Jewish High Holy Days and Hispanic Heritage Month through these activities:

- Communication Campaign** 🕎 ⚡
Raise awareness about the initiatives and their impact.
- Hispanic Heritage Storytelling** 🗣️ 🇵🇸
Celebrate and recognize the rich heritage and contributions of Hispanic and Latinx communities within the workplace by running a storytelling campaign. By offering a platform for employees to share their personal stories and experiences, the campaign seeks to foster empathy, understanding, and a stronger sense of community among employees.
- Educational Workshop** 📖 ⚡
Organize educational sessions or workshops to provide an opportunity for employees to learn about the customs, traditions, and significance of the High Holidays. This can foster cultural awareness and understanding among team members.

NOTES:



AUGUST 20TH

Communication Campaign



- Draft and schedule a company-wide communication informing employees about each of the initiatives you will be supporting and share their significance and your company's commitment to supporting them.
- Consider offering flexible scheduling options during the High Holidays. These simple gestures show respect and inclusivity.

Hispanic Heritage Storytelling



- Identify and invite storytellers. Use internal communication channels to invite Hispanic and Latinx employees to share their stories or invite employees who have compelling stories or have shown interest in DEI initiatives to share their stories.
- Ensure a diverse range of stories by considering different backgrounds, experiences, and roles within the company.
- Provide clear guidelines for storytellers, encouraging them to share personal anecdotes, family traditions, cultural experiences, and reflections on their identity.
- Offer assistance in preparing their stories, such as providing prompts. Example prompts include describing a family tradition that holds special meaning, sharing a personal experience that highlights the importance of cultural heritage, and reflecting on how their cultural background has shaped their identity and values.
- Recorded stories can be shared via company newsletters, intranet, or internal social media platforms.





Organizing Phase

JULY 31ST

High Holy Days:
Educational Workshop 

- Identify and engage Jewish employees who are willing to share their knowledge and assist with running the event. Form a small committee of these employees to help plan and lead the workshop.
- Reach out to local synagogues and Jewish cultural centers for expert speakers and educational materials. Many of these organizations have outreach programs specifically designed for workplace education.
- Outline key customs and traditions you can discuss during the session. This may include the blowing of the shofar, Tashlich, and fasting.
- Identify who will be presenting which parts of the educational workshop and the format of the event.
- Secure a location (physical or virtual) to accommodate the number of participants on the day of the event.

Especially for remote and hybrid teams, consider using Intuition's [TeamBuilder](#) which has pre-built and expertly curated team building and wellness challenges that you can choose from and run instantly.

NOTES:





Execution Phase



SEPTEMBER 1ST

Finalize, schedule and confirm that all communications have been sent



- Don't forget to include key dates and details of each activity planned.
- Make sure all communications methods are accessible.

Hispanic Heritage Storytelling



- Execution of this campaign will depend on the medium(s) you will be using:
 - Company intranet: Create a dedicated section on the company intranet for Hispanic Heritage Month, featuring the written stories, videos, and podcasts.
 - Company newsletter: Include a featured story or two in each edition of the company newsletter throughout Hispanic Heritage Month.
 - Email: Send out regular email updates featuring new stories. This can include links to videos, podcasts, or written stories hosted on the intranet or an internal blog.
 - Collaboration tools like Slack or Microsoft Teams: Create a dedicated channel or group for Hispanic Heritage Month where employees can comment and engage with the content.
- Host live or asynchronous Q&A sessions with the storytellers. Employees can submit questions in advance, and storytellers can respond via written answers, video responses, or live virtual events.





SEPTEMBER 30TH

High Holy Days:
Educational Workshop 

- Identify a senior leader within your organization to give the opening remarks and to show support for the event from the top of your organization.
- After each major section of the workshop, hold a Q&A session to allow attendees to ask questions and engage in discussion. This helps deepen understanding and addresses any misconceptions.
- Include segments where Jewish employees share their personal experiences and reflections on the High Holy Days. This personal touch can make the session more relatable and impactful.
- Record the live workshop and make them available on the company's intranet or internal communication channels for those who could not attend live.

NOTES:











Intuition

Engage your team with **TeamBuilder** by Intuition

Team Building Simplified

Join the challenge!
Complete challenges to win full credit badges for your collection.

 Autism Awareness Month Autism Awareness	 Welcoming Spring From blossoming flowers to outdoor adventures, join us in welcoming the arrival of spring with...
 Arab American Heritage Month Arab American Heritage Month	 Pet Day Pet Pet Day (April 15) is celebrating the unconditional love and joy pets bring to our lives.
 Ice Cream Extravaganza July is National Ice Cream Month! Let's celebrate...	 Ramadan Ramadan is a month of fasting and abstaining from things considered to be impure for the...

Create an account with **TeamBuilder**, where we've created an initiatives calendar with quick-launch, fully-automated templates, and inclusive challenge activities. Employees can score points by watching, listening, reading and performing certain tasks related to the initiative.

Just one click and that's it!

Access many more templated challenges for all of your team building initiatives. For more information on how to get started, click the button below to schedule a meeting:

Talk to us

Challenges > Autism Awareness Month


Autism Awareness Month
Apr 16, 10:00 am - May 02, 10:00 pm

Activities Completed: 100%

Challenge completed by all 10!

- Learn more about autism spectrum
- Read about what neurodiversity is
- Watch 10 videos about what it's really like to have autism

101 participants




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To learn more about **TeamBuilder** and
how you can engage your hybrid team,
visit: intuition.us