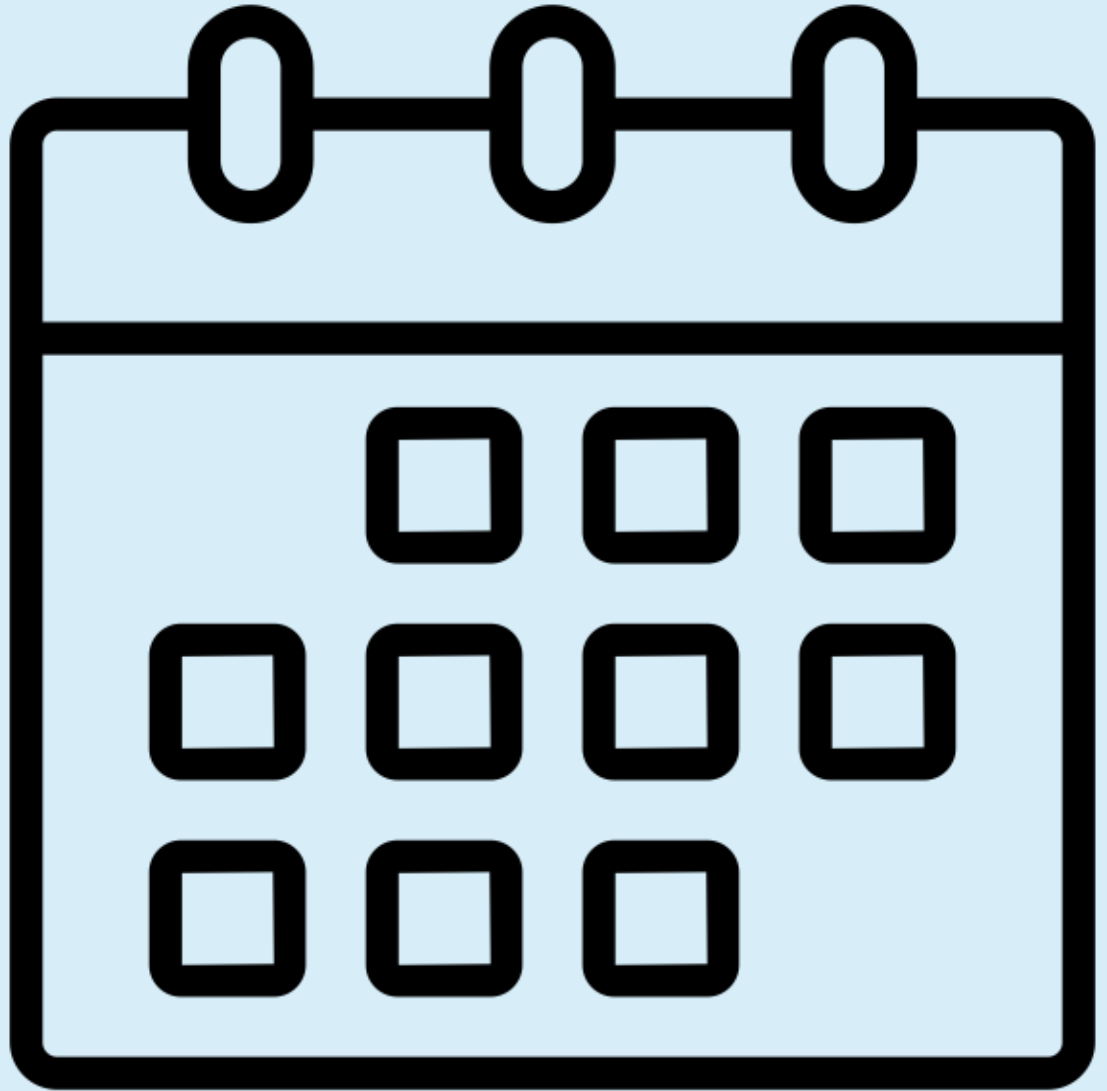


Manager Calendar 2021

Workplace holidays,
fun days, and
monthly tips to
engage and inspire
your team members



Wow! What a year...

This has been an amazing and, well, difficult year for most of us.

Amid a global pandemic, managers around the world have worked hard to keep their departments' work on course, to transition to remote work (or periods of no work), and to attempt to engage their teams in the process. They've battled massive change, moving from the office to home and [back to the workplace](#) again in some cases, uncertainty, and [burnout](#). Who can blame managers for wanting to say goodbye to 2020 and greet a new year?

This calendar will get you started. In the calendar, you'll see statutory holidays for the US and Canada, as well as some meaningful days for many of your staff. In addition, you'll find fun celebration days, like National Trivia Day and International Picnic Day, which could give you all the reason you need to celebrate with your team.

I've also included some handy strategy tips for each month. Use them as inspiration to connect with your team. Make 2021 the year you accelerate your management growth, brush up on your soft skills, and develop some best practices of your own. I'm here to help. Reach out to me at laura@cchangelearning.com

Have a happy, healthy, and productive new year!

JANUARY 2021

Happy
New Year!



SUN	MON	TUES	WED	THUR	FRI	SAT
Tip: Is your New Year's resolution to get soft-skills training for you and your team? After all, those skills are in demand! Check out my programs in management, customer service, sales, and professional development training at https://www.cchangelearning.com/training					01 New Year's Day	02
03	04 National Trivia Day	05	06	07	08	09
10	11	12	13	14	15 National Bagel Day	16
17	18 Martin Luther King Jr. Day	19	20	21	22	23 National Handwriting Day
24	25	26	27	28 Fun at Work Day	29	30
31	01	02	03	04	05	06

Black History Month



FEBRUARY 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
31	01	02 Groundhog Day	03	04	05	06
07	08 Clean Out Your Computer Day	09 National Pizza Day	10	11	12 Lunar New Year	13
14 Valentine's Day	15 Family Day (Canada) President's Day (US)	16	17 Random Acts of Kindness Day	18	19	20
21	22	23	24	25	26	27
28	01	02	03	04	05	06

Tip: On Random Acts of Kindness Day, why not encourage your team to recognize each other for the good work they do? While you're at it, be sure to give each of them the recognition they deserve!

Women's History Month



MARCH 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
28	01	02	03	04	05 National Employee Appreciation Day	06
07	08 International Women's Day	09	10	11	12	13
14 National Pi Day	15	16	17 St. Patrick's Day	18	19	20 Spring! At last!
21	22	23 National Puppy Day!	24	25	26	27 Passover begins
28 Palm Sunday	29	30 Take a Walk in the Park Day	31	01	02	03

Tip: Encourage the women on your team. Help them find their voices with professional development courses like *I Have Found My Voice* and *I Have Something to Say*, or *Standing Out, Even If You're Sitting Down*. Find out more here: <https://www.cchangelearning.com/professional-development>

Kite Month



APRIL 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
28	29	30	31	01 April Fool's Day International Fun at Work Day	02 Good Friday	03 Passover ends
04 Easter Sunday	05	06	07	08	09	10
11	12 Ramadan begins	13 International Plant Appreciation Day	14 International Moment of Laughter Day	15 National High Five Day	16	17
18	19	20 Volunteer Recognition Day	21 Administrative Professionals Day	22 Earth Day	23	24
25	26	27	28	29	30	01

Tip: April is a great month for team-building activities, even if (or maybe especially if) your team is remote. April 1 is International Fun At Work Day, so have some fun with your team! Here are [ten fun and creative ideas](#) for you to try!

Mental Health Awareness



MAY 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
						01
Tip: It's Mental Health Awareness month, so be sure to check in with your team, during your one on ones, about how they're doing. Ensure they've booked some time off for the year and encourage them to unplug and take time for themselves. The same goes for you – you need time off too!						
02	03	04	05	06	07	08
		May 3 to 9 Mental Health Week (Canada)				
			Cinco de Mayo			No Socks Day
09	10	11	12	13	14	15
Mother's Day	Clean Up Your Room Day					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Victoria Day (Canada)					
30	31	01	02	03	04	05
	Memorial Day (US)					

Effective Communication Month



JUNE 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
30	31	01	02	03	04 National Doughnut Day	05
06	07	08	09	10	11	12
13	14	15	16	17	18 International Picnic Day	19 Juneteenth
20 Father's Day Summer begins	21 National Selfie Day	22	23	24	25	26
27	28	29	30	01	02	03

Tip: Did you and your team members set goals at the beginning of the year? This is a great time to see how they're going. If any have gone off the rails, get them updated and back into action! Be sure to reflect on what's been accomplished and celebrate success!

It's
Summer!



JULY 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
27	28	29	30	01 Canada Day	02	03
04 Independence Day (US)	05	06	07 Chocolate Day	08	09	10
11	12	13	14 National Macaroni and Cheese Day	15	16	17 World Emoji Day
18	19	20	21	22	23 Summer Olympics Opening Ceremony	24
25 Parents' Day	26	27	28	29	30 International Day of Friendship	31

Tip: National Chocolate Day is on July 7. According to a UK study by Mintel, 91% of women eat chocolate, and the men are not far behind at 87%. It's a pretty safe bet your team members would love a sweet, chocolately treat (maybe some ice cream?), so why not share some with them?

Family Fun Month



AUGUST 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
01	02 Provincial Day (Canada)	03	04 National Chocolate Chip Cookie Day	05	06	07
08 Summer Olympics Closing Ceremony	09 Book Lover's Day	10	11	12	13	14
15	16 National Tell A Joke Day	17	18	19	20	21
22	23	24	25	26 Women's Equality Day	27	28
29	30 Eat Outside Day	31	01	02	03	04

Tip: Summer is still in full swing, but the end is in sight. Why not plan some fun activities with your team members or move meetings outdoors while you still can? Encourage your remote workers to take their computers outside and enjoy working on the patio for a while.

Hispanic Heritage Month



SEPTEMBER 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
29	30	31	01	02	03	04
05	06 Labour Day	07 Rosh Hashana	08	09	10	11
12 Grand-parents' Day	13 Positive Thinking Day	14	15 Yom Kippur begins	16 Yom Kippur ends	17	18
19 International Talk Like A Pirate Day	20	21	22 Fall starts	23	24	25
26	27	28	29 National Coffee Day	30	01	02

Tip: It's Back to School – time to have discussions about professional development. During your one on one conversations, ask your team members where they see themselves heading in the company, and talk about the best paths to get there. Consider what learning they'll need, and find ways to encourage them. This could include courses or conferences, but it can also include free or low-cost resources like podcasts, videos, and articles. There is so much information out there! Help them find what is most relevant to their growth.

Happy Halloween!



Photo by Zamurovic Brothers

OCTOBER 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
Tip: Don't let having one on one conversations spook you! Done well, these conversations can be a real treat! The trick is to be yourself, and ask great questions to get the conversation flowing. Need some help? Check out my manager training programs at https://www.cchangelearning.com/training-for-managers					01 International Coffee Day	02
03	04	05 Do Something Nice Day	06	07	08	09
10	11 Thanksgiving Day (Canada) Columbus Day (US)	12	13	14	15	16 National Boss' Day
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Halloween	01	02	03	04	05	06

Giving Thanks



NOVEMBER 2021

SUN	MON	TUES	WED	THUR	FRI	SAT
31	01 Día de los Muertos	02	03	04	05	06
07	08	09	10	11 Remembrance Day (Canada) Veterans Day (US)	12	13 World Kindness Day
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving Day (US)	26 Black Friday	27
28 Hanukkah begins	29	30 Giving Tuesday	01	02	03	04

Tip: This is the month for being kind and giving thanks. Be sure your reports know how grateful you are to have them on your team by looking for festive and meaningful ways to celebrate the giving season. Plan a virtual bake-off or ask your team if there's a charity they'd like to support on Giving Tuesday.

DECEMBER 2021

Merry
Christmas!



Photo by Zamurovic Brothers

SUN	MON	TUES	WED	THUR	FRI	SAT
28	29	30	01	02	03	04
05	06 Hanukkah ends	07	08	09 Christmas Card Day	10	11
12	13	14	15	16	17	18 Bake Cookies Day
19	20	21 Winter begins Crossword Puzzle Day	22	23	24 Christmas Eve	25 Christmas Day
26 Boxing Day	27	28	29	30	31 New Year's Eve	01

Tip: The year is nearly over. How have your plans gone? December is the perfect time to take stock of your team members' growth plans and progress to date. Encourage discussion in your one on ones and work on a plan for next year.



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