



# People Management Best Practices

**Best Practice:** Never forget an employee's birthday or work anniversary again by automating a **sweet treat** to hit their inbox on their special day!



## WEEKLY DEPARTMENT STANDOUT

Each week recognize someone who has gone above and beyond with **coffee for the week**.  
*Congrats on being this week's standout!  
Thank you for all you do for our team!*



## END OF QUARTER

Help the team finish strong with a **sweet treat** and note of encouragement.  
*Thank you for the unbelievably great work you do. Let's finish the quarter strong!*



## MOTIVATION

Send an **'encourage-mint' mocha latte** to power a teammate through their busy day.  
*Sending some encourageMINT your way to help you power through! Keep up the great work!*



## BIRTHDAYS & WORK ANNIVERSARIES

Make sure your employees receive something special on their special days!  
**Connect with your account manager to automate these Thnks.**

## ADDITIONAL TOUCHPOINTS

### ▶ AFTER 5+ DAYS OF PTO IN A ROW

Send some **'matcha' needed caffeine** as a post-vacation pick me up.  
*We hope you had a great vacation and are looking forward to having you back at work.*

### ▶ MONTHLY SALES LEADER RECOGNITION

Reward the previous month's sales leader with **a power lunch!**  
*Congrats on being last month's sales leader! Thank you for all your hard work and dedication.*

### ▶ LAST WEEK OF THE MONTH

Help the sales team finish the month strong with **a week's worth of coffee**.  
*Let's finish the month strong! Coffee is for closers, keep it up!*

### ▶ TOP RENEWALS

Highlight the Account Manager with the top renewal rate and send them an **online shopping spree!**  
*Congrats on having the highest renewal rate on the team! Thank you for all your hard work and dedication!*

### ▶ SURPRISE & DELIGHTS

Keep morale high and show your appreciation by surprising the team with some **coffee** or **a movie night in**.  
*I greatly appreciate all you do and enjoy having you on our team. Keep up the amazing work!*