

**Effective Staffing and Management: *Team-Building***

modification date:	August 5, 2013
content:	Paper Chains

**Overview**

Incorporating crafts and decorations to celebrate team milestones, individual achievements, and holidays can contribute to a positive staff and work environment.

**Materials**

- Scissors
- Colored construction paper
- Tape

**Instructions**

Cut construction paper into approximately one inch strips at the desired length (between 8 and 12 inches works well). Connect each strip using tape interlocking the next loop into the previous one. Continue until the desired number is reached. Hang around the office to visually display a goal you are trying to reach. In CHOICE, paper chains were used to encourage completion of follow-up surveys. For example, if there were 145 surveys left to complete to reach a goal, management would hang a paper chain with 145 links and staff would remove a link every time they completed a survey. This helped the goal stay visible and prioritized by all staff members.

