

CELEBRATE CAREER MILESTONES

1

Career Milestone celebrations honour an individual's contribution over time. Take a moment to create an event that highlights this person's great work.

Simple is good: write a brief welcome to all attendees and an introduction to the event.

2

Spotlight attributes, talents, and projects unique to the guest of honour. Think, what makes this person stand out and what great work they have accomplished over time.

Discuss with your colleagues, how the individual has impacted your unit, students, and the university's success. Be personal. Remember to highlight specific strengths that show how much the person matters.

3

Career celebration is a great opportunity for storytelling that shapes UCalgary culture. Share a story that connects the person's career success to university values and highlights their integrity, innovation, and excellence.

Choose stories that best illustrate contributions as they link to university goals. Consider using Service Milestone Letter templates at ucalgary.ca/recognition.

READY TO START?

Use this template to create a personalized script for your celebration event.

CELEBRATE CAREER MILESTONES

Career achievement celebrations honour an individual's work over time. It is a great opportunity to deliver personal, meaningful recognition. A quarterly or annual event can be planned in your area to celebrate years of service.

Who is the guest of honour?

How many years are being celebrated?

Write a brief introduction and include a thank you to the invited guests.

You might want to start off with a fun historical or university-related fact or a quote. Check information about the events that happened the same year the guest of honour started at UCalgary at [The Roads that Brought Us Here](#).

Spotlight some attributes and talents unique to the guest of honour and link them to the [Eyes High Strategy](#) and UCalgary values. Highlight some previous and current projects. Check the [Get Started with Recognition](#) page for more ideas and inspiration.

Share a brief story about the guest of honour's career success that aligns with university goals and values. You may also prepare a Service Milestone Letter using the [templates](#) on the [recognition website](#).

Personalize the event in a creative way: prepare a scrapbook or collage using photos from team events and project notes to be delivered at the event. Work with your team to collect words describing the celebrant's personal and professional attributes, then use them to create a framed word cloud for their desk.

Schedule the event and send speaker invitations.

Invite a few speakers to talk to the great work accomplished by the guest of honour. Choose both a leader and a peer to add weight and meaning to the celebration.

Speaker : _____

Outlines: A. _____

B. _____

Speaker : _____

Outlines: A. _____

B. _____

Congratulations!

You are now ready to deliver a great presentation.