

Celebrate Career Milestones

1

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

Write a brief introduction to the event and a welcome to all attendees.

2

Spotlight attributes and talents unique to the guest of honour.

Think about what makes this person stand out: What great work they have accomplished over time. How they have impacted their unit, students, and the university's success.

Think personal. Remember to highlight specific strengths that show how much the person matters.

3

Share a brief story that connects the guest of honour's career success to university values.

Career celebrations are great opportunities to share stories that shape our culture. How does this person exemplify great work for example? What about customer service, innovation, excellence, integrity?

Choose stories that best illustrate contributions as they link to university goals.

Ready to start? Save this template to your desktop and create a personalized script for your celebration event.



UNIVERSITY OF
CALGARY

Celebrate Career Milestones

Who is the guest of honour?

How many years are being celebrated?

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

You might want to start off with a fun historical fact or a quote.

Need some help with ideas? We have compiled a few for you.

Spotlight some attributes and talents unique to the guest of honour.

Share a brief story about the guest of honour's career success that aligns with university goals and/or values.

Schedule the event and send speaker invitations

Invite a few people to speak who would be great at expressing appreciation for the guest of honour.

It's important to choose both leaders and peers to add weight and meaning to the celebration.

Congratulations!
**You are now ready to deliver a
great presentation.**