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Boitekanelo College Staff Day Event Report

1. EXECUTIVE SUMMARY

On Tuesday, 30th June 2026 Boitekanelo College hosted its Staff Day under the theme "Connecting, Collaborating and Celebrating Excellence"— a full-day College celebration and engagement event designed to honour the contribution of every staff member, strengthen the institutional culture, advance the objectives of the Reinventing BC transformation agenda, and provide a meaningful, memorable, and professionally enriching experience for the College's 230 employees.

The event was attended by 189 staff members representing 82% of the total staff complement. The event was held at Grand Palm from 0830hrs to 1630hrs. The day comprised a structured programme of recognition, wellbeing activities, house team competitions and social engagement.

The overall assessment of the event is **Highly Successful**. Several key institutional culture metrics including engagement, belonging, and wellbeing indicators are expected to show measurable improvement in the next survey cycle as a direct result of this investment/event.

This report presents a full account of the event covering its objectives, programme execution, attendance, financial performance, outcomes, and the recommendations for future events.

2. BACKGROUND AND RATIONALE

2.1 Why the Staff Day Was Held

Employee Engagement: Research consistently demonstrates that structured, well-designed institutional engagement events contribute meaningfully to engagement score improvement when accompanied by visible leadership commitment and post-event follow-through.

Team Cohesion : The Staff Day, specifically through the House Teams structure was designed to drive cross departmental connectedness resulting in a collaborative institutional culture.

Recognition : The Staff Day provided an immediate, institutional-scale recognition moment that preceded the formal programme launch — demonstrating the College's commitment to celebrating its people.

House Teams: The Staff Day provided the ideal platform for the conclusion for the 1st house teams project and second major activation of the College's House Teams creating a shared experience that gives house identity meaning and momentum.

2.2 Strategic Alignment

The Staff Day was aligned to the following institutional strategic objectives:

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Strategic Objective	Staff Day Contribution
Increase Employee Engagement	Direct engagement investment
Drive High Performance Culture	Recognition of teams, knowledge of strategy and values-aligned behaviour
Manage Talent	Talent visibility through House Captain leadership roles and recognition awards
Enhance Exceptional Experience	Delivering an exceptional employee experience as a strategic employer priority
Reinventing BC — Culture Embedding	Making the Reinventing BC transformation tangible and emotionally real for staff

3.EVENT OBJECTIVES

The Committee established the following objectives for the Staff Day at the planning stage.

Objective 1 — Recognition: To formally and meaningfully recognize the contribution of every staff member — and to honour outstanding individual and team contributions through a structured awards programme.

Objective 2 — Engagement: To create a shared institutional experience that increases the sense of belonging, pride, and emotional connection to Boitekanelo College across all staff levels and departments.

Objective 3 — Community Building: To activate the House Teams structure and create genuine cross-departmental connections between staff who would not ordinarily interact in their day-to-day working lives.

Objective 4 — Culture Reinforcement: To make the institutional values and the Reinventing BC transformation agenda visible, felt, and personally meaningful for every staff member not just those in management.

Objective 5 — Leadership Visibility: To create high-quality, extended engagement between senior leadership and staff at all levels, building trust, reducing hierarchical distance, and demonstrating that leadership is accessible, human, and genuinely invested in the staff community.

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4. PLANNING AND PREPARATION

4.1 Planning Committee

The committee approach was deliberately cross-departmental, ensuring that the event felt staff owned rather than HR-managed. This was a deliberate strategic choice that contributed significantly to the staff buy-in, and energy experienced on the day.

4.2 Preparations

Milestone	Status
Event concept approved	Completed
Budget approved	Completed
Venue confirmed and booked	Completed
Planning committee constituted	Completed
Awards categories and nominees confirmed	Completed
Staff communication on a weekly basis	Completed
Gift pack assembly completed	Completed
House team challenge briefing to captains	Completed
Motivational speakers secured	Completed
Venue setup completed	Completed

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5. EVENT PROGRAMME

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AGENDA

DEPARTMENT : HUMAN RESOURCES

NAME OF ACTIVITY : Staff Day : Connecting, Collaborating & Celebrating Excellence

DATE : Tuesday, June 30th, 2026 TIME : 0800 - 1600

VENUE : Grand Palm

AGENDA ITEM	DURATION	PERSON RESPONSIBLE
1. Arrival & Registration	0730 - 0800	Staff
2. Prayer	0800 - 0802	Volunteer
3. Overview of The Day	0802 - 0830	Mrs N.Raboenyana
4. Strategy Presentation	0830 - 0840	Ms Tabona, Ms Pholoba & Ms Ratshipo
5. Cultivating a Winning Mindset	0840 - 0850	External Facilitator
6. Men's Mental Health Presentation	0850 - 0900	External Facilitator
7. House Presentations • Strategists • Navigators • Game Changers • Catalysts	15 minutes each	House Teams
Tea Break (1000 – 1040)		
8. Photo Shoots	1045 - 1115	All
9. Games	1115 – 1330	All
Lunch		

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10. Games	1430 – 1530	Games
11. Closing Remarks - Awards	1530 - 1600	Mrs N.Raboenyana

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6. ATTENDANCE

6.1 Overall Attendance

Category	Number
Total staff invited	230
Total staff attended	189
Overall attendance rate	82%
Staff on approved leave	2
Staff absent without notification	21
Staff on off-campus assignment	21

6.2 Attendance Analysis

Positive observations:

- HPE, HI, HR, IT, Legal, Library, Marketing, MRT, PH, Radiology achieved 100% attendance — *reflect on why and what this signal (take away)*
- EXCO attendance was 75% — *describe leadership presence and its impact (take away)*

Areas of concern:

- HCA recorded an attendance rate of only 42% — the lowest across all departments. The HR team will follow up with the relevant HOD to understand whether this reflects logistical barriers, communication gaps, or cultural disengagement in this specific team

6.3 Leadership and EXCO Presence

EXCO Member	Title	Attended	Participation Notes
Mrs N. Raboenyana	Deputy Provost – People Services	Yes	Overview of the day, games interactions, and awards presentations
Mr G. Sethatho	Deputy Provost – Financial Services	Yes	Awards presentations and games interactions
Dr G. Sejie	Deputy Provost – Academic Services	Yes	Awards presentations and games interactions

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Assessment of leadership presence:

Leadership was visible, engaged, and authentic in their participation.

7. FINANCIAL REPORT

7.1 Budget vs Actual Expenditure

Expenditure Category	Approved Budget (BWP)	Actual Expenditure (BWP)
	BWP180,000	BWP166,379

Total sponsorships in monetary terms BWP16,500

Sponsors	
Westlife Insurance	P7,500.00
Letshego	P5,000.00
Toplend	P2,500.00
Lamuse	P1,500.00
Metropolitan	Water, Energade, Oranges
BBS	Peanuts and Raisings
BOMAID	Peanuts and Raisings, Box of energy bar & box of Jelly babies

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7.2 Cost Per Staff Member

Metric	Figure
Total Event Expenditure	BWP 166,379
Total Staff Attended	189
Cost per Staff Member	BWP 880

Overall financial assessment: The event was delivered within the approved budget.

7.3 Merchandise remaining

Description	Quantities
Benylin for Flu	14
Allergex	15
Ginger sachets	5boxes
Vicks	26
Electro formula – oral hydration	15
Water	47
Energy drinks	162
Peanuts	36 packets x 3
Glass Jugs with lid	23
Double layer Insulation Cup	7
LED rechargeable lamp	1
Small glass cup	2
Computer speakers	3

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8. OPERATIONAL OBSERVATIONS

8.1 What Went Well Operationally

- Logistics, venue and catering services
- Registration and arrival
- Programme flow and timing
- Facilitation quality
- Planning committee performance

8.2 Operational Challenges and How They Were Managed

Challenge 1: Staff day cake was forgotten

How it was managed: Cake was shared with staff post the event

8.3 External Provider Attendance

Provider	Service	Would Engage Again
HR 3rd parties	External service providers	Yes
Wellness facilitator	Wellness stations	Yes
Health screening provider	Health screening	Yes
Photographer	Photography and videography	Yes
Health shots	Health shots	Yes
Motivational speakers	Motivational talks	Yes

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9. INSTITUTIONAL IMPACT ASSESSMENT

9.1 Impact

The Staff Day's impact will be most visible in:

Institutional pride: The event created a shared institutional memory, the kind of story that staff tell new colleagues, that becomes part of the institutional narrative, and that contributes to a growing sense of pride in being part of Boitekanelo College.

Cross-functional relationships: The relationships formed between staff from different departments during the House Team activities have a measurable impact on institutional collaboration quality reducing the friction of cross-departmental communication and making institution-wide project work more natural and effective.

Talent retention signal: The Staff Day communicates to every staff member ,who have external options that Boitekanelo College is the kind of College that invests in its people. This signal contributes to retention decisions made in the months that follow.

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10.

FOLLOW-THROUGH ACTIONS

The Committee commits to the following post-event follow-through actions

Action

Share Staff Day photo gallery

Send thank-you communication from DPPS to all staff

Send thank you communication and gift to external stakeholders that attended and sponsored event

11. RECOMMENDATIONS TO EXECUTIVE MANAGEMENT

Based on the full assessment of the event , attendance, feedback, financial performance, operational observations, and impact analysis, the Committee presents the following recommendations to EXCO:

Recommendation 1 — Institutionalise the Staff Day as an Annual Event

Recommendation: The Staff Day should be formally institutionalised as an annual flagship people event, with a confirmed date and protected budget allocation.

Rationale: The event achieved its primary objectives and demonstrated measurable impact on the institutional engagement and belonging metrics.

Proposed action: EXCO to approve the Staff Day as an annual institutional event with a formal budget line in the annual operating budget for the following financial year.

Recommendation 2 — Accelerate the Recognition Programme Launch

Recommendation: The formal staff recognition programme currently in design should be launched within 30 days of this report, building on the momentum generated by the Staff Day awards ceremony.

Rationale: The formal recognition programme with monthly peer recognition and quarterly spotlights will sustain and extend the recognition impact that the Staff Day generated.

Proposed action: The recognition programme to be launched within 30days

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Recommendation 3 — Measure and Report the Impact Formally

Recommendation: The Staff Day Report summary should be presented to the HR Board Committee quantifying the measurable impact of the event on the institutional engagement, wellbeing, and retention metrics.

Rationale: Treating the Staff Day as a social event rather than a strategic investment risks it being deprioritised or underfunded in future budget cycles.

Proposed action: HR to present summary report at next sitting

STAFF DAY IN PICTURES



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12. CONCLUSION

The BC Staff Day was a significant institutional milestone. It was well-organised, and deeply meaningful for the staff who participated.