



Australian Government
Department of Home Affairs

HaRMONY WEEK

Event Planning Kit

Workplaces

Ideas, tips and tools for planning to celebrate Harmony Week in your workplace



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www.harmony.gov.au



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Promote your workplace event online and through social media – check out our **Online Promotion Kit for Workplaces** tips.



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What is Harmony Week?

Harmony Week is the celebration that recognises our diversity and brings together Australians from different backgrounds. It's about inclusiveness, respect and a sense of belonging.

The message of Harmony Week is **everyone belongs**.

Your workplace is the perfect place for you to join together with your staff and networks to celebrate diversity. We have created this kit to help make celebrating Harmony Week easier for you.

The best way for your workplace to celebrate is to hold an event. Events can take any form you like, for example a simple multicultural morning tea or a guest speaker at an all staff meeting. It creates an opportunity to think, talk about and recognise how our differences make our workplace and more broadly Australia stronger.

Did you know?

- More than half (51.5 per cent) of Australian residents were born overseas or have at least one parent who was.
- Since 1945, more than 7.6 million people have migrated to Australia.
- Nearly every single country from around the world was represented in Australia's population in 2020.
- More than 150 Aboriginal or Torres Strait Islander languages are spoken in Australia
- Apart from English, the most common languages spoken in Australia are Mandarin, Arabic, Vietnamese, Cantonese and Punjabi.
- We identify with over 300 ancestries.

This information has been taken from ABS 2021 Census Data. Check out the [Australian Bureau of Statistics website](https://www.abs.gov.au/australian-bureau-of-statistics).



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Let's get started

This simple checklist will help you to plan, promote and celebrate your workplace Harmony Week event. All the information you need to complete this checklist can be found in this kit.

	Planning your celebration
	Have you chosen your Harmony Week event?
	Have you told everyone who will be involved in planning your event?
	Do all people in your organisation or community know how they can get involved?
	Making some noise
	Have you involved officials, community leaders, local stars or businesses?
	Have you checked out the Online Promotion Kit?
	Is the Harmony Week web badge on your website?
	Are there Harmony Week graphics on your web pages and/or intranet?
	Are staff using the Harmony Week email signature blocks?
	Is your event being promoted through social media?
	Engaging the media
	Have you developed a media release?
	Have you contacted and followed up with media?
	Getting some resources
	Have you downloaded and used the promotion templates?
	Have you downloaded activities for kids or certificates of appreciation?
	Are you using the Harmony Week key messages?
	Have you checked out any of our useful links?
	Connecting with us
	Have you connected with us through social media?
	Have you visited our website for more information and resources?



Plan your celebration

Celebrating Harmony Week can take any form you wish – big or small.

Whatever you choose to do, an event should:

- celebrate the diversity of your workplace
- be held during Harmony Week. Harmony Week is celebrated during the week (Monday to Sunday) that includes 21 March, which is the United Nations International Day for the Elimination of Racial Discrimination. You can check the website for Harmony Week annual dates.

Event ideas

Here are some suggestions for ways you can celebrate Harmony Week in your workplace.

Photo competition

In the lead up to Harmony Week encourage your staff to capture images from around your workplace that represent the concepts of diversity, inclusiveness, respect and a sense of belonging. You could provide awards or certificates for the best pics, and they would make a great display for your Harmony Week event. You can also share your event photos on social media using #harmonyweek and #everyonebelongs.

Harmony Week Olympics

If you have access to an outdoor space, organise some traditional sports from around the world for your staff to try. Swap the footy for Kabaddi or Gaelic football, or have a go at Te Boiri or Ki-o-Rahi. Share your photos through social media using #harmonyweek and #everyonebelongs.

Food festival

Nothing brings people together quite like food. Ask staff to bring in a plate of food from their cultural background or a country they have recently visited. This idea can work for morning tea, lunch or afternoon tea.

Guest speaker

Organise a keynote speaker who can attend your Harmony Week event and speak about their experiences of diversity in Australia, and the contributions people from diverse cultural backgrounds make to our workplaces.

Harmony Run... or Walk

Organise a fun run for diversity. Encourage colleagues to wear orange in celebration of Harmony Week. It's a great way to get out of the office and get some fresh air together as a team.

Games from around the world

Ask colleagues to share games from their cultural backgrounds from Mahjong in China through to Bocce from Italy. Games are a simple way to have fun, boost team morale and learn about other cultures.



Multicultural festival

Hold a mini-festival in the workplace. Staff can bring food, put on a cultural performance or dance (if they're brave) and share interesting facts about their own cultural backgrounds. If there is a local cultural dance troop you might like to invite them to perform.

Go Orange!

Decorate your workplace in orange. Orange is the colour chosen to represent Harmony Week. Traditionally, orange signifies social communication and meaningful conversations. It also relates to the freedom of ideas and encouragement of mutual respect. Australians can choose to wear something orange during Harmony Week to show their support for cultural diversity and an inclusive Australia.

Boss cook off

For larger workplaces you might like to have two senior staff challenge each other to a cultural cook off. This is a great way for senior staff to meet and engage with everyone.

Cultural Trivia

Calling all Quiz Masters... organise a cultural trivia session with your staff. While this takes a bit of research and preparation, the results are worth it! Your team can learn about other cultures from each other.

Visit the A Taste of Harmony [website](#) for more event ideas. A Taste of Harmony partners with Harmony Week to celebrate cultural diversity. A Taste of Harmony is an initiative of [The Scanlon Foundation](#).

Make some noise in your workplace

Using social media and online channels is a simple way to let your staff, partners and networks know about your Harmony Week event and how they may be able to get involved.

We've taken the guesswork out and created an [Online Promotion Kit for Workplaces](#).

No time to organise an event?

Or perhaps you want to make a stronger commitment to workplace diversity? Here are some ways you can take a stand to promote diversity, inclusion and respect in the workplace and the broader community.

- **Strike a pose and get social** – Encourage your staff to complete the sentence '***Our diversity helps make this a great place to work because...***'. Ask staff to take pics holding signs (or using our photo frame) of the completed sentence and share these on social media using #harmonyweek and #everyonebelongs. It's a simple and fun way that you can publically show your organisation's support for diversity. For more information on using social media and/or instaframes, see our [Online Promotion Kit for Workplaces](#).



- **Take a stand** – Policies and strategies to promote workplace diversity are a great way to show your commitment. Develop a policy and have a senior staff member announce it on Harmony Week. Your business can be recognised by staff and the broader community as a workplace who is committed to being inclusive and respectful. Check out [Harmony in the Workplace \[PDF 468KB\]](#) resources for more information.
- **Make the most of your workforce** – A 'how to' guide to workplace cultural diversity has been designed to make the most of a culturally diverse workforce. Check out the [tool](#) to help you commit to cultural diversity and move towards best practice.
- **Got something to say?** – The Harmony Week website has a [stories page](#). Inspire others by sharing your [story](#) on how you celebrated Harmony Week and about how your workplace diversity makes your business stronger. We also encourage you to share Harmony Week posts on social media using #harmonyweek and #everyonebelongs.

Resources

We've done the hard work for you; here are some great resources to help you celebrate your workplace diversity.

Promotion templates

- Our [templates](#) will help you promote your event and include invitations, posters, factsheets, postcards and more.

Infographics, web graphics and shareables

- We have developed some images to share on your website or on social media. For more information on these resources and how to use them, see our [Online Promotion Kit for Workplaces](#).

Useful links for your workplace

- [A Taste of Harmony](#) – A Taste of Harmony partner with the Australian Government on Harmony Week to celebrate cultural diversity. The Taste of Harmony website has inspirational event ideas that will help you celebrate diversity in the workplace.
- [Harmony in the Workplace \[PDF 468KB\]](#) – Developed by the Federation of Ethnic Communities' Councils of Australia these resources and factsheets explore cultural diversity, workplace discrimination, myths and commonly held misconceptions about workplace diversity.
- [Workplace Cultural Diversity Tool](#) – The Australian Human Rights Commission has developed a free online tool to help business enhance productivity through a culturally diverse workplace.
- [Racism. It stops with me supporter toolkit](#) – The toolkit provides training tools and resources to help your organisation challenge prejudice and celebrate diversity.



Key messages

- Join us to celebrate Australia's cultural diversity this Harmony Week.
- Harmony Week is about inclusiveness, respect and a sense of belonging for everyone.
- It's a time to reflect on the importance of respecting each other and our differences.
- Australia's success as a multicultural nation is underwritten by our values, our mutual understanding of our rights and responsibilities as citizens and national language and our respect for each other.
- Our shared Australian values of respect, equality and freedom go beyond our different cultures, and are what makes Australia such a great place to live.
- The message of respect and belonging can be lived by each of us, every day, not just during Harmony Week.
- Share the message of 'everyone belongs'.
- Visit the Harmony Week website to explore [resources](#).
- We love to see how you celebrated - share your photos on social media using #harmonyweek and #everyonebelongs. visit www.harmony.gov.au for more information

Questions? Get in touch! Or want to join our mailing list?

Questions about Harmony Week?

Email us at harmonyweek@homeaffairs.gov.au

Don't forget to visit us at harmony.gov.au



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