

1. **\*\*Opening\*\***:
  - Begin by welcoming everyone. "Hello everyone! Can we all give a big round of applause to celebrate [Colleague's Name]'s special day?"
2. **\*\*Highlight Achievements\*\***:
  - Mention some of their recent achievements. "This year, [Colleague's Name] achieved [specific achievement]. Let's all give a cheer for that amazing work!"
3. **\*\*Personal Anecdote\*\***:
  - Share a fun or heartwarming story. "I remember when [fun story], and it truly showed [Colleague's Name]'s [positive trait]."
4. **\*\*Invite Others to Share\*\***:
  - Encourage others to share a quick story or compliment. "Would anyone else like to share a memory or say a few words?"
5. **\*\*Interactive Moment\*\***:
  - Engage the group with a quick game or toast. "Let's raise a glass to [Colleague's Name]! Who wants to join me in a quick game of [simple office game or trivia about the colleague]?"
6. **\*\*Closing\*\***:
  - End with a heartfelt wish. "Here's to a fantastic year ahead for you, [Colleague's Name]. Happy Birthday!"
7. **\*\*Cake Time\*\***:
  - Conclude by inviting everyone for cake. "Now, let's celebrate with some cake. Please join us in singing 'Happy Birthday'!"