

## Giving Recognition That Means Something To Employees

1. Let employees help design the recognition / rewards program.
2. Consider longevity, attendance, punctuality, teamwork, outcome, and service excellence recognitions.
3. Allow peers to nominate and vote for employee of the month.
4. Have staff vote for top manager, supervisor, employee and rookie of the year.
5. Establish a "Behind the Scenes / Unsung Hero" award.
6. Create an "Above and Beyond the Call of Duty" award.
7. Give a lifesaver award, "Thank you. You are a lifesaver for \_\_\_\_\_!" Attach a roll of lifesavers.
8. Eliminate any recognition / rewards program that is not working.
9. Greet employees by name.
10. Reinforce the message "I'm glad you are here."
11. Say "Thank you" and mean it.
12. Practice positive nonverbal behaviors that demonstrate appreciation.
13. Have a climate of mutual trust and open communication.
14. Influence, rather than demand, desired behavior.
15. Eliminate unnecessary threats and punishment.
16. Interview staff and capture their wisdom.
17. Ask staff for their advice. Let staff make more decisions impacting their work.
18. Actively listen when employees are discussing their accomplishments and contributions.
19. Hold informal retreats to foster communication and goal setting.
20. Start a suggestion program and acknowledge each suggestion.
21. Widely publicize suggestions used and their positive impact on your department.
22. Recognize the importance of a new employee with a large welcome poster.
23. Have them be a mentor to a new hire.
24. Repeat positive remarks heard about an employee.
25. Forward positive voice mail messages.
26. Post letters of thanks from customers.
27. Create a fun / interesting certificate of appreciation.
28. Make a thank-you card by hand.
29. Send a handwritten note of praise.
30. Post a thank you note on the employee's door, cubical, or computer.
31. Profile recognized employees in the newsletter.
32. Publish a "kudos" column in your newsletter.
33. Strategically place a flip chart to write special recognition notes.
34. Establish a place to display memos, posters, photos recognizing progress towards goals.
35. Write a letter of praise recognizing specific contributions and accomplishments.
36. Place a copy of praise letters in the employee's personnel file.
37. Send a letter of praise to the employee's family.
38. When someone has spent long hours at work, send a letter of thanks to their home.
39. Announce employees' achievements in team or staff meetings, group emails, or other public venues.
40. Copy senior management on thank you notes to the employee.
41. Have the boss attend meetings where you thank individuals and teams for their contributions.
42. Nominate the employee for an award.
43. Include "kudos" as an agenda item at a staff meeting.
44. Have others in meeting stand up and say why that person deserves the recognition.
45. Encourage staff to appreciate and respect each other.
46. Arrange for the employee and / or team to present the results of their efforts to upper management.
47. Present reports acknowledging the work and contributions of individuals and teams.
48. Tape a special departmental event, and share copies with participants.
49. Send a thank you letter to all team members who worked on a project.
50. Arrange for an employee to spend a day with an in-house "expert."

51. Recognize highly-skilled employees with increased responsibility that will develop new skills.
52. Have a department break to recognize an employee's achievement.
53. Give the employee a standing ovation from the entire team.
54. Give out stars for a job well done.
55. Create a yearbook for your team with pictures and stories of accomplishments.
56. Put together a scrapbook of memories for an employee who is celebrating a milestone anniversary.
57. Seek to understand the employees' challenges -- work by their side / behind the counter.
58. Swap a task with the employee for a day.
59. Volunteer to do their least favorite task.
60. Give a shiny new penny to an employee for a thought that was shared.
  
61. Bring them coffee or their favorite morning beverage.
62. Give a personalized coffee cup.
63. Give a deserving employee a mug filled with treats.
64. Give a box of favorite chocolate bars or other candy.
65. Provide "lunch on me" coupons.
66. Celebrate a promotion with an item that will be useful in their new position.
67. Cover the person's desk with balloons.
68. Give a framed poem (poster or card) as a thank you.
69. Purchase a unique pin to serve as a memento for a task well done.
70. Find out the person's hobby and buy an appropriate but inexpensive gift.
  
71. Create and string a thank you banner across the work area for an individual or team.
72. Plan a surprise achievement celebration for an employee or for the team.
73. Plan a surprise picnic / luncheon / breakfast.
74. Have a "Staff Appreciation Day" where the managers supply, cook, and serve food.
75. Serve ice cream sundaes at the end of a project.
76. For an individual or team, serve a hero party sandwich for a job well done.
77. Serve popcorn and lemonade on Friday (especially after a particularly hard week).
78. Have a peer group develop a recognition event.
79. Make their job big and meaningful.
80. Provide new furniture, equipment, and other tools.
  
81. Express an interest in employee's career development goals.
82. Encourage and recognize staff pursuing continuing education.
83. Grant release time for employees to participate in professional development.
84. Arrange for an employee to spend a day with an in-house "expert" to learn more about topics of interest to them.
85. Recognize employees who actively serve the community.
86. Recognize those committed to personal health and wellness.
87. Support "flex-friendly" schedules -- work from home for a day (or even half a day).
88. Give the person the choice of the next project to work on.
89. Give special assignments to people who show initiative.
90. Allow employees to attend meetings in your place.
  
91. Include an employee in a "special", high-level meeting.
92. Have an outstanding employee spend a day with the "big" boss.
93. Write down three things you appreciate about your employees and give it to them.
94. Write a thank you note, and attach it to their paycheck.
95. Remember their special days, and hand write a message in a card.
96. Send birthday, anniversary, get well, and sympathy cards to employees.
  
97. Design a "Stress Support Kit" that might include tissues, snack, water, a book of cartoons, and a stress ball.
98. Work to improve your leadership and communication skills.
99. Smile.
100. Listen! Listen! Listen!

