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Employee Appreciation & Recognition Worksheet

March 2023

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Recognition helps employees know that their efforts have **not gone un-noticed**. It is more likely employees will **replicate the behaviours** which have been recognized.

As a leader, how can you begin to implement recognition in your workplace?

Ask Yourself:

1. What behaviours do I want my people to replicate?

- Living the company values?
- Going above and beyond their job duties?
- Helping to build your culture?
- For high performance and productivity?
- For bringing in new business/leads?
- Achieving professional development goals?

2. Why does our organization want those behaviours to be replicated?

Remember: Employee recognition programs are unique to every organization, because they reflect your people, culture and values. **It is crucial that employees have an opportunity to share their input on recognition efforts.** This can be formally through surveys or focus groups, or asked during team meetings or one-on-ones.

Reach out MaxPeople to support you with building your recognition program!

Best-Practice Alert! Recognition efforts are best when connected to your organization's values

Does your company have values? If so, what are they, and what do your core values look like in-action?

Recognition Programs mix informal, day-to-day efforts with formal practices.

Get started today by integrating some of the examples below into your organization's day-to-day:

- Verbal recognition
- Success Shout-Out
- Peer-Recognition Programs
- Communicate to the team
- Wall of Gratitude
- Stretch Opportunities
- Social Media Shout-Out
- Celebrate organization, individual and team wins!

Key Tips:

- Lead the charge! Set a process for yourself to ensure you & fellow leaders are recognizing your people frequently
- Leverage technology to ensure recognition efforts are inclusive for remote team members
- Remember preferences! Some team members prefer to be recognized directly from their leader

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Recognizing and appreciating your employees is more than just a nice gesture, it's key to building a thriving team where everyone feels valued and engaged. We're here to help you create an effective employee recognition program and foster a positive workplace that sets your people up for success



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