

Recognition Program

Employee:

- Recognition
- Appreciation
- Performance





Recognition

An award given in recognition of the exceptional customer service, commitment to raising the quality of products and services, and contribution to the positive development of employees and company and dedication to making the company the industry leader.



Corporate Goals

- Customer service
- Industry leader
- Communication
- Knowledge and development
- Deliver to corporate; value, vision and mission statements.
- Increased productivity



Corporate Values

Values (list values here)



Vision and Mission Statement

Vision (place statement here)

Mission (place statement here)

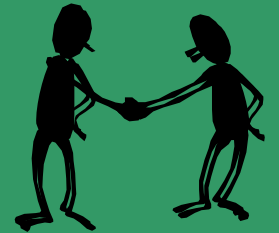


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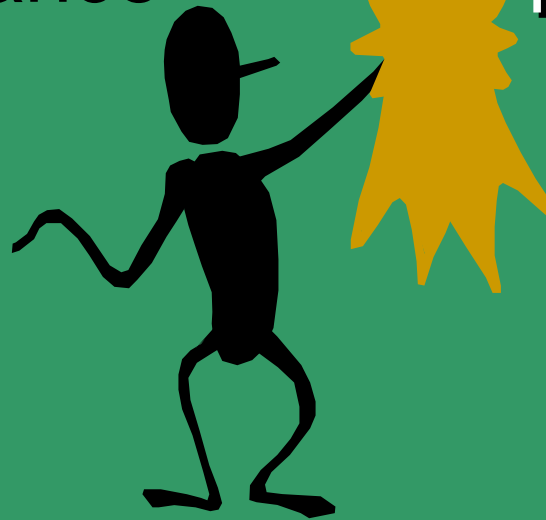
P

performance



R

recognize



A

appraisal



E

employee



Understand Recognition

- Employee Recognition Team emphasizes that successful management need to know the facts about recognizing employees and recommends incorporating these into daily team work.
- Management must also acknowledge that recognition of staff successes is important.



Facts About Recognition

- Everyone wants to be appreciated.
- Recognition and positive reinforcement all do work.
- Any work environment can be productive, motivating and fulfilling.
- Positive reinforcement - rewarding behavior you want repeated - works.
- In today's business climate, coercion is no longer an option to influence employees and shape their behavior.
- Most management lack the time and creativity to do more innovative recognition.



Project Steps

- Assemble Recognition Program committee.
- Identify nomination categories.
- Identify award choice process.
- Establish nomination criteria and guidelines.
- Nominee selection committee (management and employee representation).
- Recognition Program communication.
- Set up funds for informal and formal recognition.



Revolves Around

Five (5) motivation techniques:

- ① Management give timely personal congratulations to employees who do a good job.
- ② Management writes personal notes about good performance.
- ③ Management publicly recognizes employees for good performance.
- ④ Management holds morale-building meetings to celebrate successes.
- ⑤ Employees are asked to provide input on how best the management can show appreciation for a job well done.



Facts About Recognition

- Management increasingly must serve as coaches to indirectly influence rather than demand desired behavior.
- Management needs to create work environments that are both positive and reinforcing.
- Rarely do management systematically make the effort to thank employees for a job well done.
- Praising, recognizing and rewarding employees can be easy.
- Studies indicate that employees find personal recognition more motivational than money.



Eligibility

- All company employees except senior management, members of the recognition and/or nomination committee.
- Recognition awards will be fairly distributed so that all eligible employees have an equal opportunity to be a recipient.
- An employee may be the recipient only once during a physical year.



Nominations Must

Nominations must detail how the person, through persuasive skill, energy, and commitment, brought about significant change in some aspect of the company.



Nominations Process

- ☑ Inform nominee that you are nominating them.
- ☑ Complete the nomination form:
 - ✓ Identify categories,
 - ✓ Provide details.
- ☑ Send nomination to recognition committee.
- ☑ Informal recognition given as required.
- ☑ Maximum 2 formal recognition award recipients per recognition period.
- ☑ Awards presented 4 times a year at a corporate meetings and/or function.



Judging Criteria

- Demonstrates exceptional, motivated, developmentally supportive, team-centered services to internal and external customers.
- Creativity in accomplishing set objectives.
- Use as a model to others in developing similar programs.
- Reflection, in practice, of the corporate mission and goals.



Guidelines

- Make it simple for the management.
- Match the recognition to the employee and/or group.
- Match the recognition to the achievement.
- Be timely and specific on a regular basis.
- Be non-offence to an employee
- Recognition should match the Recognition Program's goals and objectives with integrity.



Related To Program Goals

Team or project success to be recognized should be in relation to Recognition Program goals (i.e. design quality, delivery partnerships, etc. as per the defined categories.



Recognition Categories

Are:

- Ideas for management and recognition committee to use as a focus for highlighting a recognition achievement.



Recognition Categories

Purpose: To assist management in focusing recognition efforts on organizational goals and values.

- Above and Beyond - clearly achieving 'outside the box' for team success.
- Contribution - contributed to plan, specifications, and estimate integration or other effort to meet corporate quality goals and deadlines.
- Expertise - dependable and high credibility in subject(s).



Recognition Categories

Purpose: To assist management in focusing recognition efforts on organizational goals and values.

- Sustained Effort - effort made toward a final goal with milestones met.
- Teamwork - overall team effort that created a successful corporate subject or expertise.
- Peer Recognition - peer nominated for excellence in corporate subject or expertise.



Recognition Categories

Purpose: To assist management in focusing recognition efforts on organizational goals and values.

- Project Leader - reliable leader of record and good lead worker.
- Leadership Coaching - senior/lead staff demonstrating strong abilities.
- Innovative Ideas - 'hot ideas' that resulted in issue resolution or better product.



Recognition Categories

Purpose: To assist management in focusing recognition efforts on organizational goals and values.

- Customer Service - internal and external recognized as service excellence and gone beyond the call of the job.
- Delivery Partnerships - working with management and functional team to deliver a quality product on time after resolving complex issues.
- Technical Quality - exceed in technical resolution of a complex issue.



Employee Guidelines

The basic objective is to recognize your peers or a project design group for successful efforts in project delivery, resolving complex design issues, innovative resolutions, customer service, or quality technical skills.



Manager's Goals

- Acknowledge as a manager that there are fewer ways to influence employees more successfully than with positive reinforcement - recognizing achievements that you want repeated - is the key goal.
- Recognize employees are increasingly being asked to do more and to do it more autonomously.
- Accept management needs to create work environments that are both positive and reinforcing, to encourage higher levels of employee performance.
- Accept management must be more innovative in recognizing accomplishments and systematically make the effort simply to thank employees for a job well done.



Evidence Program Success

- ✓ Productivity increases
- ✓ Participation in corporate undertakings
- ✓ Visible service improvement
- ✓ Skill development
- ✓ Positive work environment
- ✓ Active participation from all levels
- ✓ Employees more involvement
- ✓ Increase in nominations
- ✓ Employee feedback

**We want to recognize
you by:**

*Listening
and
acknowledging
your comments
and suggestions.*

