

Employee Recognition

Recognizing employees through various recognition programs is a fantastic investment. Being appreciated is a basic human feeling and reaps great rewards. Praise and recognition are essential to an outstanding workplace and its employees.

Through our Employee Recognition workshop your participants will recognize the value of implementing even the smallest of plans. The cost of employee recognition is very minimal in relation to the benefits that will be experienced. Employee recognition programs have been shown to increase productivity, employee loyalty, and increased safety.



Course Outline:

Module One: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Module Two: The Many Types of Recognition Programs

- Safety Incentives
- Years of Service
- Productivity
- Attendance & Wellness Incentives
- Case Study
- Module Two: Review Questions

Module Three: Designing Employee Recognition Programs

- Purpose
- Budget
- Keep It Simple
- Employee Involvement
- Case Study
- Module Three: Review Questions

Module Four: How to Get the Buzz Out About Your Program

- Be Creative with Designs
- Paper the Walls
- Use Social Media
- Go Mobile!
- Case Study
- Module Four: Review Questions

Module Five: It Starts From The Top!

- Identifying Desirable Behaviors
- Understanding the Goals of the Company
- Setting Guidelines
- Providing Go-To Recognition Templates
- Case Study
- Module Five: Review Questions

Module Six: Creating a Culture of Recognition

- Keep Your Staff "In The Know"
- Empower Employees with Peer To Peer Recognition
- Team Building: Encourage Camaraderie
- Motivate By Promoting Fun
- Case Study
- Module Six: Review Questions

Module Seven: The Best Things In Life Are Free!

- Put a Spotlight on Employees in Staff Meetings
- Write It Down: Putting Your Appreciation in Writing
- Display Your Appreciation
- Make Work More Comfortable
- Case Study
- Module Seven: Review Questions

Module Eight: A Small Gesture Goes a Long Way

- Have a Party
- Make a Game of It
- Reward with Small Gifts
- Give Them a Break
- Case Study
- Module Eight: Review Questions

Module Nine: Pulling Out the Red Carpet

- Have an Awards Ceremony
- Win Large Items
- Vacation
- Career Advancement
- Case Study
- Module Nine: Review Questions

Module Ten: The Don'ts of Employee Recognition

- Don't Let Formal Recognition Supplant the Informal Kind
- Don't Let It Become Stale
- Don't Let It Become a Popularity Contest
- Make Sure the Prize Is Motivational
- Case Study
- Module Ten: Review Questions

Module Eleven: Maintaining Employee Recognition Programs

- Change the Membership
- Include Explanation of the Program in Your New Employee Orientation
- Keep Marketing!
- Annual Awards Ceremonies
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations
- Recommended Reading