Giving Recognition
(Source: Achieve Global - Giving Recognition)

What: Giving recognition is often overlooked by change leaders. During times of rapid change, everyone needs to look for opportunities to give recognition. This tool will help you give people specific recognition in a way that is meaningful to them.

Why: Recognition helps create a positive and supportive environment that is not only more pleasant to work in, but also encourages people to take risks, initiate and try something new.

When: Recognition is the most meaningful to people when it is given in a timely way and should be given whenever you hear of or observe actions or behaviours that support the change effort.

How: Key actions for giving recognition (see workbook Giving Recognition):
1) Identify an opportunity for giving recognition
2) Describe the behaviour as immediately and as specifically as possible
3) State how the behaviour made a difference to you and to the organization
Ideas for recognizing individuals or groups
There are dozens of ways to recognize achievement of results. Use your imagination and ask those involved so you are customizing your recognition to the individuals, groups or circumstances. Here are some suggestions for recognition.

**Individual recognition:**
- Personalized thank you note or card explaining why you value the behaviour you are recognizing
- Verbal thanks in person or at a team meeting
- Thank you visit or phone call from senior management
- Message via e-mail, phone or voice mail
- Small gift related to persons hobby
- Tickets to a sporting, musical or cultural event or movie
- Balloons or flowers to the individual’s work area
- Gift certificate from the person’s favorite store
- Parking space closest to the building entrance for a week or month
- Dinner certificate for two
- Round of golf
- Banner in the person’s office or work area announcing the accomplishment

**Group recognition:**
- Pizza party
- Group lunch
- Morning celebration with coffee, bagels and donuts
- Gift certificate for each member
- Afternoon celebration with cake or ice cream
- Tickets to a sporting, musical or cultural event
- Recreational contest in the parking lot - basketball, volleyball
- Posters at various locations highlighting group achievements
- Articles about the group or team in appropriate newsletters
- Movie ticket for each member
- Souvenirs such as hats, t-shirts, mugs, key chains, etc.
The person or team I want to recognize is:

________________________________________________________________________

What is the specific behaviour you want to recognize (eg. Specific actions, accomplishments, results):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How might this person or people react when you deliver your recognition (eg. Shy, defensive, “no big deal”):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What will you say to specifically describe the behaviour:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What will you say to describe how the behaviour made a difference to you and the change effort:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If appropriate, what concrete form of recognition will you offer:

________________________________________________________________________