



18. Encourage employees to identify specific areas of interest in job-related skills. Then arrange for them to spend a day with an in-house “expert” to learn more about the topic.
19. Publicly recognize the positive impact on operations of the solutions employees devise for problems.
20. Call an employee to your office to thank them (don’t discuss any other issue).
21. Incorporate recognition into something you do regularly. Add it as an agenda item in a team meeting or begin to write a thank you note every day before you leave work. Once you engrain recognition into your regular routine, you won’t have to think twice to do it.

## *Why Employee Recognition Matters*

Recognition expert Bob Nelson gives the following guidelines for day-to-day recognition:

### **'ASAP Cubed' Guidelines**

- **As Soon** - Timing is important; don't delay praise
- **As Sincere** - Do it because you're truly appreciative
- **As Specific** - Give details of the achievement
- **As Personal** - Do it in person (or a handwritten note)
- **As Positive** - Don't mix in criticism
- **As Proactive** - Don't wait for perfect performance

Strategic Consulting Expert Derek Irvine provides some thoughts on the impact of recognition to our work-lives:

“Recognition is fundamental to the needs of employees to deliver their very best effort at work. This isn't because employees need the ‘gold star’ or constant affirmation, but because they need feedback on their efforts. Is the work they are doing and the effort they are expending delivering the needed result? Does what I do every day matter to the bigger picture?”

This gets at the heart of ‘meaningful work.’ Employees who perceive their work to be meaningful – to have greater importance than just the task at hand – are more engaged, giving additional discretionary effort to see the needed task accomplished. The fastest, easiest and most purposeful way to communicate ‘meaningfulness’ to employees is through specific, timely, personal recognition of the individual’s contributions and resulting impact.”

*Recognition Ideas to Print*



MERCI • **THANK YOU** • *Gracias*

*No matter how you say it,  
We are thankful for all you do!*

*Grazie* • DANKE • *Obrigado* • SPASIBA



A decorative border of stars surrounds the text. The stars vary in size and style, including solid black stars, white stars with black outlines, and double-outlined stars. They are scattered across the page, with a higher concentration at the corners and along the sides.

# AWARD CERTIFICATE

*this certificate is awarded to:*

[Recipient name here]

*in recognition of*

[Your text here]

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Signature

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Date



print and add to can of Mountain Dew



print and add to can of CRUSH soda



Employee Encouragement tokens from Ethereal Innovations Marketing



print and add to a small puzzle



***Ideas for recognition Activities/Gifts that can be implemented for Low/No Cost:***

