

RECOGNIZE SOMEONE TODAY

The beauty of recognition is that it can be given by anyone, at any time, anywhere and for any reason!

WHY DO IT? It feels good!

Shows appreciation

Builds a happy and healthy workplace

Reinforces behaviours and results

Encourages and motivates

Creates a sense of community

THE BEST RECOGNITION IS ...

SPECIFIC



Describe the behaviour, effort or contribution

Define the impact on the work group, business unit, department or corporation

TIMELY



Recognize in the moment or as close to the observed action or situation as possible

Use recognition on a regular basis to thank, honour and celebrate contributions

PERSONAL



Respect individual differences (e.g. ask the person if they prefer recognition in private or public)

Use "I" statements to describe your observations (e.g. I appreciate your hard work)

SINCERE



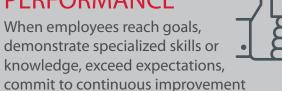
Be honest and genuine in expressing your appreciation

Give your complete attention to the person being recognized

WHAT TO RECOGNIZE?

Quick tips to get you started

PERFORMANCE



BEHAVIOUR

When employees contribute to culture of One City, One Voice and reflect values of Individual Responsibility & Collective Accountability through Character, Commitment, Competence and Collaboration

SERVICE

To honour service milestones and sustained dedication



JUST BECAUSE

To show you care about employees by acknowledging their birthdays, personal achievements, consistent day-to-day contributions



WHERE? WHEN? HOW?

Ask the person how they like to be recognized and take the time to listen

SOME IDEAS

Personal acknowledgement - a genuine thank you face-to-face or over the phone, congratulatory handshake, appreciation emails, cards, letters, certificates

Public recognition - at meetings or team celebrations, in newsletters or websites, on bulletin boards or walls of fame

New challenges or responsibilities - learning, mentoring, coaching opportunities

Small tokens of appreciation - nominal value gift cards, special treats or snacks

Flexible work options - change in hours or location

It's easy to recognize

Send a Cheers card
Write a recognition letter
Present a recognition certificate
Submit an awards nomination



For more information visit myCity/recognition.