



# 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

When employees reach goals, demonstrate specialized skills or knowledge, exceed expectations, commit to continuous improvement



### 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](http://myCity/recognition).