

# TEN RECOGNITION AND REWARDS TIPS



No matter what your company is doing in the area of recognition and rewards, here are ten things you can do within your own team to create a more positive work environment.

1. **BE INFORMED.**  
Take time to understand how any recognition and rewards programs at your company work.
2. **DEFINE POSITIVE BEHAVIORS.**  
Write down what types of behaviors you want to see in your group. Plan exactly what you will do when you see them.
3. **CATCH EMPLOYEES DOING SOMETHING RIGHT.**  
Actively look for employees who act in the way you want. Recognize them in the moment.
4. **BE SINCERE.**  
Be sure you are recognizing a worthwhile action that goes beyond just showing up and doing basic tasks. Be diligent in ensuring that a reward is truly for exceptional performance and/or in accordance with any defined program rules.
5. **BE SPECIFIC.**  
Avoid general praise; instead of saying “good job”...detail what you liked...”Ashley, I was really impressed with how you jumped in to help out Steve this morning, he was overwhelmed and you made sure everything got back on track.” Reinforce the exact reason a reward was earned and state why it is important.
6. **BE POSITIVE.**  
Focus on the results or good behavior you witnessed or were informed about; if you need to critique other actions, do it at another time.
7. **BE A STELLAR ROLE MODEL.**  
Behave in the way you want your employees to behave. Treat everyone with the same respect you would give a customer. Smile. Say thank you.
8. **ENCOURAGE EMPLOYEES TO RECOGNIZE EACH OTHER.**  
Remind employees to find reasons to compliment a co-worker for the same types of behaviors and attitudes you are recognizing everyone for.
9. **COMMUNICATE FREQUENTLY.**  
In addition to modeling recognition by your actions, be sure to remind employees about your company’s programs. Post names of people earning rewards.
10. **ASK EMPLOYEES FOR FEEDBACK.**  
Sometimes the best recognition you can give is to simply listen. Listening tells an employee that you value their opinions and are willing to take the time to hear them out.