

BAHRIA UNIVERSITY (KARACHI CAMPUS)

**Technical Writing & Presentation Skills (HSS-320)**

ASSIGNMENT # 1 – SPRING 2024

Class: **BSE-6B**

Course Instructor: **Muhammad Aamir Khan**

Submission Date: **7th March, 2024**

Max Marks: **05**

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**Q:** Hardworking, ambitious, and dedicated employees are hard to find. They continue to impress with their skills and talents. **Write** a brief report of 2 pages to address the employee recognition at their workplace reflecting all the necessary elements for its effectiveness.

**Question 1**:

# (CLO – 1) [Total: 5 Marks]

**Solution:**

Certainly! Recognizing and appreciating employees is crucial for maintaining a motivated and engaged workforce. In this brief report, I’ll outline the essential elements for effective employee recognition in the workplace.

# ****Employee Recognition: A Key Driver of Engagement:****

## **1. Alignment with Company Values and Goals**

Effective recognition programs align with the organization’s core values and strategic objectives. When recognition reinforces behaviors that support these values and goals, it becomes more meaningful. Leaders should ensure that recognition efforts resonate with the company’s mission and vision.

## **2. Balance Formal and Informal Recognition**

Both formal and informal recognition play vital roles. Formal recognition includes structured programs like Employee of the Month awards, service anniversaries, and performance bonuses. Informal recognition involves day-to-day appreciation, such as a simple “thank you” or a shout-out during team meetings. Striking a balance between these approaches ensures comprehensive coverage.

## **3. Meaningful Recognition**

Recognition should be specific, timely, and personalized. Generic praise lacks impact. Instead, acknowledge specific achievements, behaviors, or contributions. For instance:

* “John, your innovative approach to streamlining our processes saved us valuable time.”
* “Sarah, thank you for consistently going above and beyond to support your colleagues.”

## **4. Cultivate a Culture of Peer-to-Peer Recognition**

Encourage employees to recognize each other. Peer-to-peer recognition fosters camaraderie, trust, and a positive work environment. Implement mechanisms like peer nominations, shout-out boards, or virtual kudos. When colleagues appreciate each other, it strengthens team bonds.

## **5. Utilize User-Friendly Recognition Platforms**

Invest in technology that simplifies recognition. User-friendly platforms allow employees to send virtual badges, e-cards, or messages easily. These tools enhance accessibility and encourage frequent recognition. Consider integrating recognition features into existing communication channels or intranet systems.

## **6. Celebrate Performance, Collaboration, Creativity, Innovation, and Altruism**

Effective recognition schemes celebrate a broad spectrum of achievements. Beyond hitting KPIs, recognize collaboration, creativity, problem-solving, and acts of kindness. Highlight instances where employees demonstrate resilience, adaptability, or mentorship. Celebrate the whole person, not just their job role.

## **Conclusion**

Employee recognition isn’t a one-size-fits-all approach. Tailor your efforts to match your organization’s culture, values, and employee preferences. Remember, a heartfelt “thank you” can go a long way in making employees feel valued and motivated.

**References:**

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