

Celebrating Success Planner

Celebrating the big and small successes at work will help keep your team motivated, effective, and excited by the work they do at Myer. To begin celebrating success, you first need to gain an understanding of the milestones and achievements your team members have recently met.

Begin by reviewing the potential actions below to help you plan ways to celebrating success with your team.

The key to uncovering your team members successes is to create an environment where people feel both welcome and willing to share their experiences.

POTENTIAL ACTIONS	GIVE IT A GO? <input checked="" type="checkbox"/>	WHO/WHEN/WHERE?
Ask probing questions The simplest way to better understand the things your team members have accomplished is to ask. Be curious and ask questions like: <ul style="list-style-type: none">• What piece of work were you most proud of recently?• What are your current goals and priorities at work?	<input type="checkbox"/>	
Ask other team members It can sometimes be hard to share personal successes. As such, try asking team members to nominate someone from their team who they feel has recently achieved something great.	<input type="checkbox"/>	
Set up a weekly practice To make sure celebrating success is not a one-off thing, you can set up a routine in your team meetings where each person shares a success story from the week just been.	<input type="checkbox"/>	
Make it worthwhile To make sure team members see the value in sharing their success stories, you need to take action to celebrate! This doesn't need to be big, it just needs to be meaningful.	<input type="checkbox"/>	
<i>Use this space to come up with your own actions...</i>	<input type="checkbox"/>	

Celebrating Success Planner

Use the planner below to identify how you will celebrate success across the life-cycle of a project to encourage motivation and recognise the contributions of those in your team.

Listed below are a few celebration ideas to get started:

- Give a certificate
 - Write thank you notes
- Organise a morning tea to share stories
 - Post on Yammer
- Write an email, CC in other senior leaders

WHAT ARE THE PROJECT MILESTONES?	HOW WILL YOU CELEBRATE EACH MILESTONE?	WHO WILL YOU RECOGNISE AND PRAISE?	WHAT BEHAVIOURS WILL YOU RECOGNISE AND PRAISE?
MILESTONE 1:			
MILESTONE 2:			
MILESTONE 3:			
PROJECT COMPLETION:			