



RECOGNITION AND PRAISE FOR EMPLOYEES

Effective Praise & Common Mistakes

Praise should be...

Soon: Timing is very important; don't delay praise

Specific: Avoid generalities in favor of details

Positive: Don't undermine praise with criticism

Proactive: Look for opportunities to praise

Avoid...

Insincere recognition

Public recognition for private people

Rewarding the wrong things

Treating everyone the same

Recognition that wouldn't be appreciated

Praise that become routine with no true value

Keys to Recognition

Saying Thank You:

Thank your employees for actions or behaviors that have helped you, their team, or the organization. Coworkers thanking each other is also a great way to show appreciation. Expressing your gratitude is a simple and easy way of showing appreciation or recognition.

Be Descriptive:

Give detail as to why you are recognizing the employee, describe what actions they took or what behaviors they demonstrated. Employees are more likely to repeat these desired actions and behaviors if they understand the value it carries.

Not Specific: "Thank you for being such a positive person."

Specific: "Thank you for volunteering to help your coworker project."

Be Sincere:

Saying thank you can seem hollow. Being sincere helps an employee understand that your praise is genuine and gives higher value to your recognition.

Ideas for Praise

Keep in mind that the best way to praise and recognize someone is to do so in a way that they appreciate. Don't be afraid to ask your coworkers how they prefer to receive recognition.

Acknowledgment:

Publish a "kudos" column in the department newsletter

Create a "Wall of Fame" to honor special achievements

Make a photo collage about a successful project

Development Opportunities:

Allow an employee to represent your department at an event or meeting

Encourage employees to attend training/workshops

Provide an employee the opportunity to work on a cross-functional team

Allow the employee to shadow another employee in their area of interest

Low-Cost Rewards:

Take employees to lunch

Buy their favorite snack

Get them tickets to a university or community event

Things to Remember

Studies have shown that positive words and praise bolster productivity.

High-performing teams include employees who support each other.

It's important to identify the types of praise employees want. Don't be afraid to ask them!

Genuine praise is rooted in trusting and valuing others.

Positive reinforcement builds confidence.

