



RECOGNIZE



REWARD



PRAISE

WINNING WAYS TO
RECOGNIZE YOUR STARS

BAUDVILLE[®]
THE PLACE FOR DAILY RECOGNITION

ABOUT WINNING WAYS TO RECOGNIZE YOUR STARS

Recognition is a fun and creative part of a workplace, but coming up with new appreciation ideas can be challenging – especially when you're short on time! We created this eBook to share with you some of our favorite ideas and tips for daily recognition and praise. With nearly 40 ideas, you'll have enough creative ideas to last your recognition program a while!

We've sorted our recognition tips and ideas into three different sections:

- 1. Handy Hints** – Easy to adopt actions, habits, or activities that are the core of recognition.
- 2. Tips** – New recognition ideas to keep your program “fresh.”
- 3. Resources** – Excerpts from some of our favorite employee recognition books.

Use this eBook to keep recognition fresh in your team or to simply keep yourself focused on the positive. It's our hope that these ideas will serve as a starting point to finding your own creative ways to recognize your stars. Share your recognition stories, tips, and ideas on the [Baudville Facebook page](#) and get ideas from other organizations, too!

Cheers!

“RECOGNITION
DRIVES THE HUMAN ENGINE.”

LEONARD BERRY

ABOUT BAUDVILLE

Baudville, the place for daily recognition, continues to be the leading innovator in day-to-day recognition solutions. Baudville's day-to-day recognition solutions appeal to today's increasingly diverse workforce with contemporary designs and relevant messaging, motivating and engaging workplaces world-wide. Baudville has been declared one of the best companies to work for in its area and strives to create the ultimate work experience for its employees. For more tips and ideas to create a positive culture, visit the [Baudville Recognition Resource Center](#) on [Baudville.com](#).

HANDY HINTS

A Quick-Start Recognition Program

If recognition is new to your corporate culture, you'll need to start with the basics:

- Listen to people.
- Look for opportunities to recognize them.
- Praise them for their good work as often as possible

Package Your Program

Think about how your organization sells its product. What's one of the most important aspects? The packaging! Your recognition program is no different. Give it a name, theme, and identity. Your program's identity can be a great rallying point for employees. Use program graphics on greeting cards, updates, internal company communications, newsletters, and certificates, and as a logo on pins and awards.

Your recognition program package doesn't have to be expensive. Use pre-printed papers and motivational merchandise, centering your theme on graphics that already exist.

You're a STAR Recognition Theme

The sky's the limit on the meaning of STAR. Supply your departments with STAR key chains, seals, postcards, papers, stickers, stampers, suckers, Lifesavers®, [Pocket Praise®](#), pencils, and keepsakes. Ask them to create their own meaning behind STAR. Collect the acronym suggestions and post them on a bulletin board or employee website. How many ways can your team define STAR?

Service, Teamwork, Attitude, Respect
 Special Thanks And Recognition
 Service That Always Reigns Supreme
 Striving To Attain Results

3 Keys to Naming your Program

- Tie your program name to its goal.
- Choose a name that reflects your organization's image.
- Keep it short and simple.

5 Pointers to Inspire Management Buy-In

1. Tell them why it is important.
2. Present a recognition plan.
3. Ask for commitment.
4. Give them specific action steps.
5. Provide recognition materials and tools to get started.

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HANDY HINTS

Encourage Spontaneous Recognition

Create an area in your workplace where you keep a supply of poster paper, streamers, magic markers, masking tape, balloons, etc. Encourage people to make use of the area to create spontaneous recognition for their peers. Make sure everyone knows it is all right to take some time to celebrate together and that the materials are available to everyone for recognition-related activities.

Perks with Pizzazz

Some of the best rewards are free. With the right spin, a small and simple action becomes a memorable way of saying “Thanks.” For example:

- Wash an associate’s car.
- Change roles for the day.
- Let an employee attend a meeting in your place.
- Give a dedicated worker a new title.
- Designate a VIP parking spot.
- Invite a deserving pet-lover to bring their pooch to the office for the day.
- Allow them to leave early or take a long lunch.

Priced-less Perks

- Attendance at a seminar.
- A magazine subscription.
- Membership in a professional organization.
- Enrollment in a mentoring program.
- A donation to the charity of the employee’s choice.
- Time-off.
- A motivational calendar.
- A framed print for the office.

Traveling Trophies

One of the best ways to stretch your recognition dollar is to invest in some “traveling” trophies! These “recyclable” treats are great at reducing costs and allow more people to share in the celebration. Imagine the fun of “passing” a trophy from one celebration to the next. Or the excitement of having recognition magically “appear” in a workstation or team area!

And remember, the most effective recognition is the kind that is sincere, timely, and tied to a specific behavior, value, action, or activity!

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HANDY HINTS

Tools for Team Members

One of the most important elements of a recognition program is providing tools so people can recognize each other. Recognition doesn't need to be "sponsored" or even endorsed by upper management before it is deployed. Every employee should be empowered to share a sincere thank you!

A fully stocked [recognition tool kit](#) is key to turning your recognition program from a spectator sport to one in which everyone participates. Keep it packed with thank you notes, recognition tips, and low cost items!

Employee Recognition Gifts - Food

- **Kudos Bars**® - To recognize a great job!
- **Lifesavers**® - For saving the day or providing essential information so a deadline could be met.
- **Nestle Crunch**® - For helping out in a crunch.
- **\$100,000 Grand**® Candy Bar – To say thanks for a cost saving idea.
- **Reeses Pieces**®- For bringing all the pieces of a project together.
- **Microwave Popcorn** – To say thanks for popping into action.
- **Mints** – To reward Improve-Mints, Accomplish-Mints, Perform-Mints, Manage-Mints.

Employee Recognition Gifts - Non-Food

- **Votive Candle** - "You really brighten things up around here," or "you shine."
- **Car Wash Coupons**
- **Packets of Flower Seeds** - Seeds of Praise/Seeds of Excellence.
- **Miniature Stuffed Bear** - Holding a roll of Lifesavers® or a Kudos® bar.
- **Cheerful Change**™ - Reads: "You made my day in a special way."
- **Gold Foil Stars**
- **Certificate of Appreciation** - With a personalized phrase or words of thanks.

Give the Gift of Time

Pick one person from your team who you would like to recognize for a particular behavior or accomplishment. Give the person an extra long lunch break and cover their position while they are out. Make sure you tell them exactly what behavior or accomplishment you are recognizing.

Thank Those Who Play a Lifesaving Role

Keep rolls of Lifesavers® handy. When you notice or hear about someone who really helped out in a particular situation, tie a thank you notice to the roll. Present them with the candy and thank them for being a real "lifesaver."

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TIPS

Think Strategically, Act Locally

Tie recognition to organizational goals and values. Help employees understand how their actions and behaviors support those organizational goals and values.

“I was impressed with how you handled that irate customer. You stayed calm and patient and thoroughly answered all their questions. Your interaction with that customer will go a long way in enhancing our company’s image.”

Throw a “Not Going Away Party”

Think about all the time, money, and energy we spend when someone leaves an organization. Why wait until they leave? Tell them how much you appreciate them right now. Chances are, you’ll have them around longer and they may even perform at higher levels.

Start Out Staff Meetings with Kudos

At the beginning of each meeting ask, “What’s working? What went well this week?” It opens the door for peer recognition.

Give Yourself a Hand

Pass out brightly colored sheets of 8½ x 11 paper. Have everyone trace their own hand and write their name in the upper right hand corner. Ask the question, “What skill or characteristic do you appreciate about your team members?” People write what they admire about their coworkers and pass around the hands until everyone has had a chance to share. Then everyone takes turns reading the hands. In the end, everyone gets a pat on the back with their own hand! Great retreat exercise!

Practice 3-Way Recognition

Traditionally, we think of recognition coming from a manager to an employee, but recognition is everyone’s job. Think about recognition happening in three directions in your company:

1. *What are some things you appreciate about your coworkers? What qualities, skills or characteristics do you admire in your colleagues?*
2. *What do you appreciate about your manager or supervisor? Yes, they need and deserve recognition too.*
3. *If you’re a manager, what do you appreciate about your employees?*

Pick One Behavior a Week and Recognize It

This week, I’m going to look for teamwork and recognize it. Next week, I’m going to notice when people take initiative. After that, I’ll pay extra special attention to people who work behind the scenes.

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TIPS

Make Co-worker Recognition Easy

We often see valuable actions of our co-workers that deserve to be recognized. We have good intentions to write them a letter, but get busy and forget. When you make it quick and easy, you'll see more peer recognition in your organization.

To “get them while they're hot,” place [Shout Outs™](#) displays in high-traffic places in the work area. Mount them next to copy machines, shared printers, fax machines, or elevators. Employees can easily grab a note and present it to a coworker.

Service Celebrations

Traditionally, organizations wait five years to acknowledge their employees' loyalty. Break tradition and start in year one. Here are a few ideas to get you started:

- Customized “company greeting card” that celebrates employment anniversaries.
- A bottle of Vitamins - with a note of “thanks for the energy.”
- Preserve employee's original ID. (bronzed, laminated, etc...)
- Company logo items to wear or display in their office.
- Movie or video gift certificates celebrating the Oscar potential in all of us!

Milestone Dates

For anniversaries of 5, 10, 15+ years, give gifts of honor such as:

- Donation to the charity of employee's choice.
- Donation to their Alma Mater.
- Time off to volunteer for the charity.
- A personal thank you card from a manager citing special contributions and behaviors demonstrated by the employee.
- Name a section of the facility or building in their honor. (conference room, hallway, etc...)
- Plant a tree in their name.
- Name a star in their honor.
- Cite the employee's anniversary and accomplishments in a newsletter and include a picture.

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TIPS

15 Reasons to Recognize:

1. A creative idea.
2. An extra-mile effort.
3. A winning attitude.
4. Solving a problem.
5. Commitment to the customer.
6. Commitment to the organization.
7. Strong leadership.
8. Accepting a challenge.
9. Motivating others.
10. Staying well read.
11. Being proactive.
12. Superior skills and ability.
13. A smile that's always there.
14. Ethical behavior.
15. Commitment to a team effort.

Suggestion Systems

Make it easy to make suggestions by placing [suggestion boxes](#) where people are and where they go. Have a dedicated email address where suggestions can be posted. Place an electronic suggestion form on your website. Send suggestion forms out with orders and checks.

Recognize suggestion makers and thank them for making the suggestion. Let them know what happened to their idea. Give small rewards that have meaning to the recipient; the real value is in the recognition. Ideas include: movie tickets, restaurant vouchers, gift certificates, gas cards, or time off.

Create Great Places for Great People

- Recognize the powerful influence of any working environment over those who work there.
- Make sure the workplace has colorful, energizing areas.
- Provide fish tanks, mobiles, and other sources of movement in the workplace.
- Encourage employees to select and display art.
- Create places and times for socializing.
- Bring water and plants into the workplace.

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RESOURCES

Catch the Energy, Release the Potential

As you enter this place of work, please choose to make today a great day. Your colleagues, customers, team members, and you yourself will be thankful. Find ways to play. We can be serious about our work without being serious about ourselves. Stay focused in order to be present when your customers and team members most need you. And should you feel your energy lapsing, try this surefire remedy: Find someone who needs a helping hand, a word of support, or a good ear-and make their day.

FISH! Catch the Energy, Release the Potential by Stephen C. Lundin

The Universal Reward

Praise your employees:

- **Spontaneously** - Catch people doing something right and thank them then and there.
- **Specifically** - Praise people for specific accomplishments.
- **Purposefully** - Take an employee to lunch or dinner in a great restaurant to show your appreciation of work well done.
- **Privately** - Go to your employee's office to give a personal thank you and praise.
- **Publicly** - Praise an employee in the presence of others (peers, family members, your boss).
- **In Writing** - Send a letter, memo, or e-mail. Possibly send a copy to team members or higher-level management.

Love'em or Lose'em: Getting Good People to Stay by Beverly Kaye & Sharon Jordan-Evans

Soft Landings

Maria Marino, the President of Swinging on a Cloud in London, Ontario creates welcome kits for new staff complete with a welcome card signed by each employee, a fun name tag, a map, and other goodies to make them feel special. Consider including recognition preference cards in your welcome kit, too.

Care Packages for the Workplace by Barbara A. Glanz

Creating Co-Worker Recognition

Today's self-starters want to take the lead in building teamwork and world-class performance. Learning how to give recognition to coworkers increases the recognition possibilities by at least tenfold, and builds a positive culture from the bottom up.

You Made My Day: Creating Co-worker Recognition & Relationships by Janis Allen

Measure the Recognition Climate

As you design and implement your programs, a survey can measure the recognition climate. A survey establishes the baseline for evaluating progress after you've implemented your program. Results gathered in this post-implementation survey, compared to the pre-implementation survey, can demonstrate your program's performance and suggest improvements for the future.

The Joy of Recognition: Designing and Implementing a Successful Recognition Program by Lynnette Younggren

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No Cost and Low Cost Rewards

- Leave a card for a lunch date at employee's discretion.
- Inscribe a favorite book as a gift.
- Tape a candy bar for the typist in the middle of a long report with a note: "Halfway there!"
- Create a Hall of Fame wall with photos of outstanding employees.
- Greet employees by name when you pass by their desk or pass them in the hall.
- Coupons for time off, casual day, magazine subscriptions, etc.

1001 Ways to Reward Employees by Bob Nelson

Personal Perspective Checklist

- Recognize the qualities in yourself that employees value most (how fair, considerate, and supportive you are).
- Trust people in order to bring out the best in them.
- Do sweat the details that matter most to your employees or customers.
- Focus more on doing the right things than on doing things right.
- Take charge of maintaining the momentum.
- Focus on strengths – your own and others'.

Making Horses Drink: How to Lead and Succeed in Business by Alexander Hiam

What's Your Recognition Style?

You can become comfortable giving and receiving recognition by learning about it in a training setting where there are opportunities to practice. Just as you have your own "style" in giving recognition, people have their own desired "style" for receiving recognition. Be aware of the style others prefer, respect their preference and act accordingly.

The Joy of Recognition: Designing and Implementing a Successful Recognition Program by Lynnette Younggren

Workplace Recognition

To develop your unique recognition strategy:

1. Determine what you want to achieve.
2. Identify what you will recognize.
3. Select your recognition tools.
4. Show you care.
5. Measure, monitor, and continuously improve your recognition processes.

Workplace Recognition: Step-by-Step Examples of a Positive Reinforcement Strategy by Sue Glasscock and Kimberly Gram

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RESOURCES

Managing the Nintendo® Generation

To work effectively with the younger generations, a must for management will be an in-depth understanding of reinforcement and its effects. Indeed, even now, reinforcement skills are at least as important as technical job knowledge in capturing the discretionary effort of the Nintendo Generation and beyond. The ability to design high rates of reinforcement into the workplace will be the key to high and sustained performance for the workforce of tomorrow.

Bringing Out the Best in People: How To Apply The Astonishing Power of Positive Reinforcement by Aubrey C. Daniels

Contests that Motivate

1. Use small tangible items as prizes and focus on bragging rights as the main reward.
2. Next, make the contest short, usually not longer than a quarter.
3. Most of all, make the contest fun! When there are only a few large, tangible prizes, it takes out the fun for most people.
4. Finally, make sure everyone can win. Set criteria to be reached. Do not set a limit on the number of winners, and you will discover that you have more winners than you ever dreamed of.

Bringing Out the Best in People: How To Apply The Astonishing Power of Positive Reinforcement by Aubrey C. Daniels

Your well-constructed program will help you:

- Meet people's needs for achievement and recognition
- Translate company values into specific work habits
- Focus efforts on achieving specific goals
- Achieve profitability and growth
- Create a culture where people really want to do their best
- Tell people what's really important to the organization
- Improve attitudes
- Boost morale
- Produce role models for future programs
- Create loyal, committed employees

Priceless Motivation: Quick Tips to Excite and Inspire Your Most Valuable Asset...People by Baudville

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