

25 Ways to Provide Recognition

1. A personal, credible, and sincere **“Thank You”**.
2. A personal letter to the individual with a copy to their personnel file.
3. Take them to lunch or another meal – or better yet, let them go out on you.
4. Recognize the individual in front of the group if it is appropriate and doesn't embarrass them.
5. Give them the day or afternoon off.
6. Send them to a special conference or training session.
7. Provide a special parking spot close to the building.
8. Personally wash their car. If it is a team, personally cook them lunch and serve it.
9. Create a **“Shout Out”** wall in your office so you and others can post messages and comments when people do a great job.
10. Give them a gift certificate to their favorite retail store.
11. Provide movie tickets, museum tickets, concert tickets, sporting tickets or something else the person would value.
12. Send an email or memo to your boss or your boss's boss about their performance.
13. Nominate them for your company's award/recognition program.
14. Create an award that is only reserved for and given by your team – the **“_____”** Award for Outstanding Performance.
15. Provide an on-the-spot cash award, gift card, etc.

16. Write a personal letter to their spouse, partner, or significant other telling them why you appreciate the individual.
17. Fill their car up with gas.
18. Create a “**Wall of Fame**” and post pictures of employees who have provided exceptional performance.
19. Send flowers.
20. Provide the opportunity to work from home.
21. Provide a special assignment or opportunity to develop a new skill/competency.
22. Celebrate milestones with a party (birthday, anniversary on the job, project milestones, holidays, etc.)
23. Give them a piece of the action by sharing a portion of the savings or profits from their ideas.
24. Create a system for earning points so that employees can take responsibility for earning and choosing their own recognition – provide a catalog from which staff can choose their awards.
25. Provide a bonus because at the end of the day, a little extra cash never hurts!

Bonus Idea:

***Make work fun –
create an environment where people can
have fun – show a sense of humor.***