

## Employee Recognition Workshop

Recognizing employees through various recognition programs is a fantastic investment. Being appreciated is a basic human feeling and reaps great rewards. Praise and recognition are essential to an outstanding workplace and its employees.

Through our Employee Recognition workshop your participants will recognize the value of implementing even the smallest of plans. The cost of employee recognition is very minimal in relation to the benefits that will be experienced. Employee recognition programs have been shown to increase productivity, employee loyalty, and increased safety.

### Workshop Objectives:

- Assess the type of Employee Recognition Program(s) your company needs
- Train leadership to recognize their employees
- Know when and where recognition is needed
- Construct a culture of recognition
- Maintain an effective Employee Recognition Program



For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Module One: Getting Started**

Workshop Objectives

### **Module Two: The Many Types of Incentive**

Safety Incentives

Years of Service

Productivity

Attendance & Wellness Incentives

Case Study

Module Two: Review Questions

### **Module Three: Designing Employee Recognition Programs**

Purpose

Employee Involvement

Budget

Keep it Simple

Case Study

Module Three: Review Questions

### **Module Four: How To Get The Buzz Out**

Be Creative With Designs

Paper the Walls

Use Social Media

Go Mobile!

Module Four: Review Questions

### **Module Five: It Starts From The Top!**

Identifying Desirable Behaviors

Understanding the Goals of the Company

Setting Guidelines

Providing Recognition Templates

Case Study

Module Five: Review Questions

### **Module Six: Creating a Culture of Recognition**

Keep Your Staff "In the Know"

Empower Employees with Peer to Peer

Recognition

Team Building: Encourage Camaraderie

Motivate by Promoting Fun

Case Study

Module Six: Review Questions

### **Module Seven: The Best Things In Life Are Free!**

Put a Spotlight on Employees in Staff Meetings

Write it Down

Display Your Appreciation

Make Work More Comfortable

Case Study

Module Seven: Review Questions

### **Module Eight: A Small Gesture Goes A Long Way**

Have a Party!

Make a Game of It

Reward with Small Gift

Give Them a Break

Case Study

Module Eight: Review Questions

### **Module Nine: Pulling Out The Red Carpets**

Have an Awards Ceremony

Win Large Items

Vacation

Career Advancement

Case Study

Module Nine: Review Questions

### **Module Ten: The Don'ts of Employee Recognition**

Don't Forget About The Art Of The High Five!

Don't Let It Become Boring

Popularity Contest or Recognition Program?

Make Sure the Prize is Motivational

Case Study

Module Ten: Review Questions

### **Module Eleven: Maintaining Employee Recognition Programs**

Change the Membership

Include In New Employee Orientation

Keep Marketing!

Annual Awards Ceremonies

Case Study

Module Eleven: Review Questions

**Module Twelve: Wrapping Up**

Words from the Wise