



Motivation Through Recognition

How Work is Managed

Outcomes

- Effective recognition practices.

How to Boost Motivation Through Recognition

Recognition is strongly correlated to higher levels of employee engagement. Recognition also encourages behaviours which align with your organisation's core values. If your staff are not recognised or rewarded for "going the extra mile," they may not feel motivated to continue to provide an elevated level of discretionary effort. 'Motivation through recognition' provides recommendations for recognising your employees and increasing their motivation.

This how to guide will cover:

- The benefits of recognition.
- A step-by-step guide for implementing your own recognition practice.

Effective Recognition

Workplace recognition is a terrific way to motivate employees, providing a sense of accomplishment and value. Recognition not only boosts employee engagement, but also increases productivity and loyalty to the company, leading to higher retention. It is important to understand that rewards and recognition do not have to be of large monetary value to be effective. Often, positive feedback or a coffee voucher is a fantastic way to ensure your employees feel recognised and valued for their work. The following steps below provide a guide for how your business can implement an effective recognition practice, boosting employee motivation, engagement, and productivity.

Step One: Identify when to reward

Firstly, you want to determine what type of work/actions should be rewarded. For example, whether an employee has shown development in a certain area or whether they have gone above and beyond to embody your business's values. Think about what is important to your business and what type of actions will help advance your businesses performance. You should also talk to your employees to get an idea of what work they believe should be recognised.

Here are some questions to help guide your thinking:

- What are your businesses values and strategy?
- What actions will help to deliver on your strategy?
- What actions will help improve your culture?
- What does a positive workplace environment look like for you?

Step Two: Pay attention to your employees

Noticing when to reward employees is the second step in being able to effectively recognise them. Try to take note of employees being ahead of schedule, working overtime, showing initiative and leadership, mentoring one another, or any other actions your organisation identified in step one. Encourage managers to maintain good awareness of their team members so that no clever work goes by unrecognised.

Step Three: Reward your employees

When you have noticed an employee demonstrating outstanding work and behaviour, the next step is to reward them. There are many ways to recognise employee's good behaviour through rewards. These rewards range in value and significance and should be given depending on the extent of an employee's efforts and clever work. Some examples of rewards you may be able to offer your staff are:

- Offer a coffee/movie voucher.
- Present a certificate.
- Informal time-off, send home early.
- Take them to lunch.
- Offer complimentary food.
- Celebration event.
- Share clever work of an individual with the team, a public recognition.
- Discretionary expenditure of a given amount of cash.

Remember that rewards are not about the monetary value but are about being meaningful and sincere. It is a clever idea to discuss with your employees what they value so you can tailor these rewards to each individual and team. When rewarding your employee make sure they know exactly why; explain to them what you have noticed, why their actions are important to the business, and thank them for doing so. This will encourage your employees to continue their good behaviour and reinforce what actions your business values.

Step Four: Provide feedback

In addition to rewarding your employees, you should also provide feedback, this is a reward in itself. Giving positive feedback when a job is done right is a powerful driving factor for many people. Some examples of feedback you might give are:

- I want to thank you for (what the employee did)
- It really helped (how it helped/who it helped)
- I really appreciate your (talent or skill, such as teamwork, leadership, etc.)
- You have made a significant difference at our organization by (how the employee contributed). Just a note to let you know how much I appreciate all your challenging work.