



T O O L

Techniques for Recognizing Accomplishments

PURPOSE

This tool helps the co-lead appropriately recognize accomplishments to create a motivating atmosphere.

When to Use

Use this tool when attempting to determine how to best reinforce behaviors and recognize performance of UBT members.

Who Uses

Co-leads.

How to Use

Review these concepts with your co-lead to determine how to best reinforce team members as targeted performance improvement occurs.



TOOL

Techniques for Recognizing Accomplishments

Appropriately recognizing accomplishments creates a motivating atmosphere and keeps employees engaged.

Ensure Recognition Is Given with Sincerity and Thoughtfulness

Genuine appreciation for a job well done lets employees know they are valued and helps build trust and respect.

Ensure Recognition Criteria Are Clear and Well Communicated

The criteria for giving rewards are explicit, tied to specific behaviors or results, and understood by potential recipients.

Ensure Recognition Matches the Achievement

Simple and informal rewards are appropriate for small, positive efforts. Larger or more elaborate rewards should be given when the team or individual has produced a significant, positive impact across one or more areas.

Ensure Recognition Is Meaningful to the Person Receiving It

Rewards work best if they are meaningful to the recipient. What is meaningful to the leader may not be meaningful to the team member. Therefore, it is a good idea to ask individuals what sort of reward would be significant to them. Appropriately recognizing accomplishments creates a motivating atmosphere and keeps employees engaged.

Possible ways to recognize employees at Kaiser Permanente:

- Letter of thanks
- Gifts from the Brand Store
- Public acknowledgment
- Flowers or plants
- Plaques
- Training opportunities
- Preferred assignments

Source: http://kpnet.kp.org/national/compliance/principles/pract_conflicts.html