Appreciation and Recognition Guide test 1



The Purpose of Appreciation & Recognition Conversation

- 1. To acknowledge an employee's behaviour, e?ort or outcome in a way taht expresses their work is valued.
- 2. To instill a sense of acheivement and motivation to continue their e?orts To foster employee engagement and committment to the University

Incorporating Connect / Adapt / Align Into the Conversation

- 1. **CONNECT:** Build rapport with the employee by getting to know them, being interested in them, their work, e?orts, achievements and challenges
- 2. **ADAPT:** Create an environment of recognition and appreciation, where two-way conversation, positive reinforcement, support and caring occur regularly and foster a growth mindset
- 3. ALIGN: Highlight with examples, the connections between the employee's e?orts, good work, and strengths, to the U of G leadership competencies and objectives

Quality Conversation Tips

- 1. Make note of the actions and achievements that you want to recognize and appreciate the employee for
- 2. Explain how their e?orts, achievements, and strengths have a positive impact on the organization, team and culture
- 3. Ask individuals how they prefer to be recognized and appreciated
- 4. Recognition and appreciation does not need to be complicated; a simple thank you comment, email, or note go a long way
- 5. Aim for expressions of recognition and appreciation to be timely and in the moment when possible
- 6. Build an ongoing respecVul, trusting relationship with the employee, where recognition and appreciation is welcome, frequent, and genuine

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