

## Appreciation and Recognition Guide test 2



### The Purpose of Appreciation & Recognition Conversation

### Incorporating Connect / Adapt / Align Into the Conversation

### Quality Conversation Tips

- To acknowledge an employee's behaviour, effort or outcome in a way that expresses their work is valued.
- To instill a sense of achievement and motivation to continue their efforts To foster employee engagement and commitment to the University
- **CONNECT:** Build rapport with the employee by getting to know them, being interested in them, their work, efforts, achievements and challenges
- **ADAPT:** Create an environment of recognition and appreciation, where two-way conversation, positive reinforcement, support and caring occur regularly and foster a growth mindset
- **ALIGN:** Highlight with examples, the connections between the employee's efforts, good work, and strengths, to the U of G leadership competencies and objectives
- Make note of the actions and achievements that you want to recognize and appreciate the employee for
- Explain how their efforts, achievements, and strengths have a positive impact on the organization, team and culture
- Ask individuals how they prefer to be recognized and appreciated
- Recognition and appreciation does not need to be complicated; a simple thank you comment, email, or note go a long way
- Aim for expressions of recognition and appreciation to be timely and in the moment when possible
- Build an ongoing respectful, trusting relationship with the employee, where recognition and appreciation is welcome, frequent, and genuine

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Published on Human Resources (<https://www.uoguelph.ca/hr>)

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### Links

[1] <https://www.uoguelph.ca/hr/page-category/goal>