

REWARD AND RECOGNITION

INFORMAL REWARD IDEAS

Employees, irrespective of level, want to be valued for their day to day work. Work should not be limited to the quality and quantity of output but also the manner by which employees achieve the output. This includes but is not limited to the following;

- Level of commitment in delivering the impossible
- Working with enthusiasm and demonstrating teamwork
- Carrying out a tough assignment ahead of a deadline
- Supporting, influencing and / or motivating colleagues while motivating oneself to bring out better work results
- Happily taking on additional duties to ease a colleague's work load

To effectively reward and recognise employees for their achievements Council recognises that rewards should be tailored to the individual/team. To personalise how we thank others and show our appreciation informal reward ideas, as well as developmental reward options are available.

Employee recognition is important because it:

- Lets employees know that their work is valued and appreciated
- Gives employees a sense of ownership and belonging in their place of work
- Improves morale
- Enhances loyalty
- Helps build a supportive work environment
- Increases employee motivation
- Improves employee retention

Employee recognition needs to be a common practice in your organisation. For the greatest effect, incorporate recognition as a normal aspect of day-to-day life in your workplace.

- **As Soon** - Timing is important; don't delay praise
- **As Sincere** - Do it because you're truly appreciative
- **As Specific** - Give details of the achievement
- **As Personal** - Do it in person (or a handwritten note)
- **As Positive** - Don't mix in criticism
- **As Proactive** - Don't wait for perfect performance



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1. INFORMAL REWARD IDEAS

The reward ideas below can be utilised as informal ways of recognising employees (little to no cost).

- Say 'thank you' and mean it
- Acknowledge individual achievements by including employees' names when preparing a status report or by naming them in briefings
- Thank business units for work well done (Don't just give negative feedback)
- When you hear a positive remark about someone, repeat it to that person as soon as possible (face-to-face or via email as an alternative option).
- Give them some chocolates
- Send them a thank you card (not necessarily one of Council's)
- Decorate the person's workspace in recognition of their achievements
- Arrange a phone call from the CEO
- Recognise the efforts and achievements of people during team meetings
- Write a thank you message in a favourite book as a gift
- Recognise and thank people who recognise and praise others
- Acknowledge where great ideas came from
- If someone has spent long hours at work, send a letter of thanks to their home
- Publicly recognise the work of people who are not usually in the limelight
- Arrange and provide a morning / afternoon tea to celebrate their achievement
- Have a BBQ
- Extend employee's lunch break
- Relieve them of a tedious duty for a short period (i.e. not having to take minutes etc)

2. DEVELOPMENTAL AWARDS

Providing developmental rewards can also be a form of recognition and can be utilised as an alternative way to reward staff members. Learning and Development opportunities can include;

- Send the person to a seminar or conference
- Look for opportunities to provide higher duties in recognition of the employee's good work
- Give someone the opportunity to enrol in a short course
- Explore external learning and development opportunities for leadership development
- Encourage and support participation in CGD's Breakthrough Award

If an employee is offered the opportunity to attend an external training program, a [Training Record form](#) must be completed and returned to Organisation Development. This will ensure the employee's training history is kept up to date.

For further information please refer to [Webstar – HR Connection – Career Development](#) or please contact OD on 8571 5105

