Employee Recognition Toolkit Planning Framework

Step1 — Getting Senior Support

- Build a business case
- Make linkages to business priorities and other corporate initiatives
- Organizational readiness
- Provide context

Toolkit Components:

- Corporate context
- Is your workplace ready?
- Policy background paper
- Project charter template & sample
- Business case
- Recognition framework
- Attraction & retention framework
- Healthy workplace model
- Public service values
- Research summaries
- Theoretical approaches
- Recognition excuses
- Presentation sample
- Articles

Step 2 — Building the Program Team

- Identify a champion
- Strategic recruitment
- Create your team
- Establish team parameters

Toolkit Components:

- Establishing your team
- Terms of reference template
- Tips for running effective meetings
- Shared team values
- Put health on the agenda
- Sample e-mail
- Sample posters

Step 3 — Finding Out What Matters

- Best practices
- Literature review
- Assessment of employee needs
- Assessment of business needs
- Assessment of workplace needs

Toolkit Components:

- Steps in conducting a needs assessment
- Sample surveys
- Resources

Step 4 — Your Program: The Blueprint

- Vision/Mission
- Purpose
- Goals
- Objectives
- Key audiences
- Outcomes
- Roles/responsibilities

Toolkit Components:

- How to create a work plan
- Defining roles & responsibilities
- Logic model template & sample

Step 5 — Your Program in Detail

- Formal activities
- Informal activities
- Employee input
- Awareness
- Resources
- Budget
- Timelines
- Re-engage senior leaders

Toolkit Components:

- Impact of recognition
- Formal recognition
- Developing an award
- Award design worksheet
- Nomination form samples
- Inventory of recognition activities template
- Informal recognition
- Best practices
- Ways to express recognition
- Quality criteria
- Who, What…approach
- Quotes
- Certificate templates
- Note cards

Step 6 — Your Program in Action

- Pilot (if required)
- Promotion
- Communication
- Build capacity
- Events

Toolkit Components:

- Communication plan template
- Program launch ideas
- Event planning tips
- Briefing note template

Step 7 — Learning and Enhancing

- Indicators
- Results
- Impact
- Lessons learned
- Recommendations
- Adjustments

Toolkit Components:

- Measuring the effectiveness of your program
- Evaluation overview
- Article
- Fact sheet

Adapted from The Health Communication Unit, Centre for Health Promotion, University of Toronto