

Sample

**Employee Recognition
Presentation**

What is Employee Recognition?

- Any word or deed towards making someone feel appreciated and valued for who they are and recognized for what they do.
- A range of formal and informal practices in the workplace that support organizational values, goals, objectives and priorities through positive reinforcement of desired behaviours and performance.

Why is Employee Recognition Important?

Employee recognition is an important tool used to...

- Make employees feel valued
- Foster pride about being a public servant
- Improve employee engagement
- Reinforce linkages between employee performance and organizational goals
- Improve employee motivation and satisfaction
- Attract and retain employees
- Create a supportive work environment
- Reinforce organizational values
- Improve overall organizational success
- Improve client service

Types of Employee Recognition

Formal Recognition

- Structured, scheduled activities or events with specific criteria, which are used to recognize employee contributions and accomplishments.

Informal Recognition

- Acknowledgment of day-to-day accomplishments in the workplace through gestures of appreciation, communication and/or feedback. This type of recognition provides the foundation for formal recognition activities.
- Has a greater impact and affects an employee's identification with an organization.

Recognition programs are most effective when they consist of both formal and informal components.

Recognition works best when it is:

- **Timely** – when you see it, recognize it
- **Specific** – be clear and concise about what is being praised
- **Contingent** – make linkages to organizational values, goals, priorities and objectives
- **Sincere** – ensure it comes from someone who is respected by the recipient
- **Meaningful** – base it on the recipient's preferences
- **Relevant** – ensure praise is proportional to the accomplishment

Recognition Program - Critical Success Factors:

- Reflects organizational values and goals
- Has clearly defined and communicated processes
- Has senior support and participation
- Includes all employees at all stages
- Has a means to evaluate what works, what needs to be changed.
- Employees are aware of organizational values, goals, objectives and priorities and their role in achieving them.

Other components of recognition:

Communication:

- Communicate organization's goals and priorities to employees, and their role in achieving them.

Respect:

- Provide safe and supportive work environments
- Involve employees in planning
- Know employee needs, desires, strengths, weaknesses
- Give employees opportunities to provide input

Trust:

- Provide employees with access to information
- Provide employees with flexibility in their work schedule
- Provide employees with some autonomy

Employee Recognition in the Nova Scotia Government

Two components:

1. Corporate component outlining government-wide recognition programs/activities.
2. Departmental component outlining department-specific recognition programs/activities.

The two components are connected by a common employee recognition policy, guiding principles, objectives and criteria.

This provides the overall structure for recognition programs in government.

Employee Recognition in the Nova Scotia Government

Examples of corporate recognition activities:

- Premier's Award of Excellence
- Long Service Awards (for service greater than 25 years)
- Provincial Public Service Week

Examples of department recognition activities:

- Minister Awards
- Staff Appreciation Awards
- Recognition of Service Milestones (for service less than 25 years)

Nova Scotia Government Context

Employee recognition...

- Contributes to the attraction and retention of a talented and skilled workforce
- Enhances governments status as a preferred employer.
- Supports a healthy workplace culture and a supportive work environment.
- Reinforces linkages between employee performance and department and government-wide business objectives.
- Fosters a workplace culture where employees are regularly acknowledged, feel valued and have pride in their work.

Nova Scotia Government Context

Employee recognition...

- Responds to employee perceptions expressed in the employee surveys.
- Improves employee engagement.
- Complements and encourages the daily practice of the corporate human resource values; respect, integrity, diversity, accountability and the public good.
- Provides opportunities to internally and publicly showcase employee talents and exceptional teamwork
- Builds employee loyalty and boosts morale
- Fosters creativity and motivation for achievement

Employee Recognition Policy

The employee recognition policy...

- Encourages departments to recognize employees for their achievements and contributions to public service.
- Provides a foundation, guidelines and parameters for the development of corporate and department recognition programs.
- Provides departments with the flexibility to develop department-specific programs/activities.
- Reinforces and promotes positive behaviours that contribute to organizational values, goals and priorities.
- Raises awareness of the value of recognizing employees
- Builds upon the success of recognition activities already taking place in government.

Employee Recognition Policy - Guidelines

To ensure recognition activities are effective, genuine and fully appreciated...

- Recognition should be fair, transparent, frequent, timely and varied.
- Recognition should be linked to desired behaviours or performance.
- Employees at all levels should be involved in the development, implementation and evaluation of programs.
- The form of recognition used should be appropriate to the contribution that was made
- Recognition should reflect the preferences of the recipient
- Recognition should be respectful of workplace diversity.

Employee Recognition Policy - Guidelines

Employee recognition programs should contain both formal and informal components and recognize accomplishments such as:

- Contributing to a more supportive work environment.
- Excellent individual and/or team performance
- Practical suggestions for improvement
- Service excellence
- Improving safety
- Community or volunteer service
- Years of service milestones

Employee Recognition Policy - Accountabilities

The Public Service Commission is responsible for:

- providing advice and assistance to departments on the application of this policy.
- providing tools to departments to support their recognition activities.
- providing leadership with respect to networking and information sharing.
- coordinating corporate award programs such as the Premier's Award of Excellence, Long Service Awards for years of service greater than 25 years, and Provincial Public Service Week.
- providing regular communications of formal recognition activities across government.

Employee Recognition Policy - Accountabilities

Deputy Heads participating in recognition activities are responsible for:

- integrating the guiding principles of the policy within their department's employee recognition programs.
- communicating corporate values and objectives when engaging in recognition activities.
- authorizing, monitoring and recording expenditures related to recognition
- maintaining an inventory of formal recognition activities
- providing a supportive work environment by modeling the consistent practice of informal, day-to-day recognition.

Culture of Recognition

Recognition Culture

- Managers/Supervisors have a clear understanding of how their decisions and actions affect employees' behaviours
- Managers/Supervisors are deliberate about what they are rewarding and how they are doing it.
- Employees feel valued for their contributions

A recognition culture is achieved by developing and implementing recognition activities and programs that support the organization's strategic goals and corporate values.

Dr. Bob Nelson

Appreciation is Appreciated!

“Recognition is not a scarce resource.
You can’t use it up or run out of it.”

Susan M. Heathfield, Your Guide to Human Resources

“In the largest sense, people are
attracted to that which is celebrated
and people do what they are celebrated
for.”

Dr. Don Clifton