

Establishing your Employee Recognition Team...

When creating your recognition team or selecting individuals to champion your program, remember that development and implementation of employee recognition activities does not need to be led by human resource staff - which is typically the thought. Employee recognition is not only a good human resource practice, it is a good business practice and programs can be anchored anywhere the department feels it is most feasible. Departments need to determine where the available resources are (people, budgets), where communication mechanisms to senior leaders exist and where the best linkages can be made to other program areas like healthy workplaces, employee engagement and the achievement of business objectives.

Team Format

Employee recognition team composition will depend on the size of your department/agency, the geographic location of your office(s) and the make-up of your employees. The type of employee recognition team will vary and can take several different forms:

- ★ one individual, accessing resources as required.
- ★ one employee recognition team leading activities for the whole department/agency.
- ★ one central employee recognition team with sub-teams in various offices or regions
- ★ in combination with an existing team. (e.g. healthy workplace committee, social committee)

Strategic Recruitment

When establishing a team, think about the various competencies that will be required around the table, to communicate and engage staff, to get buy-in from senior leaders, to meet objectives, to develop, design and implement a creative program. This may be an opportunity for individuals to meet career development goals identified in their career development plans.

The composition of your employee recognition team will also depend on the size of your department/agency, the geographic location of your office(s) and the make-up of your employees. Certain representation should exist in order for your team to be most effective and defensible:

- ★ Diversity should be a consideration when building your team membership. The team should be reflective of the employees in your department/division.
- ★ Both managers and employees should be represented
- ★ Different levels of employees should be represented (union, non-union, front-line, manager, administrative staff). Remember, these individuals will be instrumental in engaging other employees throughout the department.
- ★ A variety of skills sets and competencies should be represented (creative, administrative, technical, leadership, etc.)
- ★ If applicable, different divisions, floors, offices, regions should be represented.

Team Size

The size of the team should be large enough to be representative of the diversity of your department and to provide enough resources around the table to meet objectives and avoid a situation where responsibilities become too onerous on too few members. On the other hand, if a committee is too large, it will be difficult to work through meeting agendas and decisions in a timely and efficient fashion. Ideally, teams should be between 5 and 9 people.