

Employee recognition program plan

A one-page plan to fill in. Keep it to one page: it is the version managers read.

Purpose (1 sentence)

Owner

Who it covers (roles, sites)

Recognition type 1

Recognition type 2

Recognition type 3 (optional)

How often managers give
recognition

How awards are chosen (if any)

Budget (or none)

Launch date

First review (3 months)

Second review (12 months)

How we will know it is working

10 steps to launch

- ☐ **Say what the program is for.** One sentence. For example: people who do good work hear about it within a week, in specific terms.
- ☐ **Ask people what they would like.** Ask 5 to 10 employees how they like to be thanked.
- ☐ **Name an owner** with time set aside for the program.
- ☐ **Choose 2 or 3 recognition types.** Start with manager recognition.
- ☐ **Set the rules for fairness:** who can give recognition, who can receive it, how awards are chosen.
- ☐ **Set a budget, or none.** A program with no budget can still work well.
- ☐ **Train managers:** 30 minutes on giving specific thanks, with 2 or 3 examples.
- ☐ **Launch to everyone at once,** with a short explanation of how it works.
- ☐ **Review at 3 months.** Ask what people think and change what is not working.
- ☐ **Review at 12 months.** Check who received recognition and who did not, by role and location.