

Best Practice: Recognition Program

The Best Christian Workplace Survey results have established year after year that employee recognition is a vital element of employee engagement at work. Unfortunately, it's all too easy to forget to regularly recognize your staff's exemplary actions, and it is also difficult to catch everything that happens in the office on your own. A number of our Best Christian Workplaces have implemented a recognition program that has solved these problems and ensured that their staff are regularly acknowledged for their outstanding actions.

Laura Nelson, Director of Administration at LifeWind International, explains their recognition program:

We use these to inform the staff about any random act of kindness done by someone, or when someone truly goes the extra mile, or when they emotionally or spiritually support someone having a

tough time. The forms are filled out by hand and get tacked to our employee bulletin board, which is in a major thoroughfare. When the office was full, these forms would cover the board in a month's time. Then we would

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read them once a month at staff lunches. It's always a great time to celebrate people and the way God is using them.

Let's break this down into the essential elements, which you can then personalize for your own unique workplace.

Essential Elements of a Recognition Program:

- Clearly defined criterion for recognition.
- Established reward (public praise, monetary bonus, etc.)
- Communication of program and criterion to staff.
- Submission process
- Selection process
- Established venue for recognition
- Consistency
- Balance (things that are above and beyond, but not just once in a lifetime)

LifeWind and others have utilized a form for staff to fill out in order to turn in their submissions. The following two pages are examples of two such forms.

We pray that your recognition program will get off to a great start as you endeavor to create a culture of appreciation at your workplace!



I caught _____ serving.

Here's the scoop:

Your Name

Date

“Be kindly affectionate to one another with brotherly love, in honor giving preference to one another; not lagging in diligence, fervent in spirit, serving the Lord” Romans 12:10-11



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Recognition Program
Fishbowl Award Nomination

Date: _____ Department: _____

To: _____

From: _____

Thank You For:

"By their fruit you will recognize them".
Matt 7:16



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