

A LITTLE RECOGNITION GOES A LONG WAY

We see it as a big part of our role to share our know-how with you, and because we've been awarded a place on Great Place to Work's 'Britain's 100 Best Workplaces' list, we're keen to pass on our own best practice.

The following template will help you motivate your team through positive praise, which in turn will encourage them to achieve their potential.

About Great Place to Work

Great Place to Work® research and recognise leading organisations in more than 45 countries worldwide. Based on data representing over 10 million employees, these best workplaces competitions form the world's largest and most respected study of workplace excellence and people management practices.

About us

Office Angels sources talented and hardworking office professionals across every sector and region of the UK. And because we take the time to foster supportive, long-lasting relationships, you can be confident in our ability to make the right connection, every time. With an extensive network of branches, we pride ourselves on our local service and national coverage.

Saying thank you without breaking the bank

- ☺ Post a thank-you note on the employee's computer screen
- ☺ Have your director call an employee or team member to thank him or her for a job well done
- ☺ When discussing an employee's or a group's ideas with other people, peers, or higher management, make sure you give credit
- ☺ Acknowledge individual achievements by using people's names when preparing status reports
- ☺ Ask a person to teach or share his accomplishment with others as a way of recognizing the person's ability and role
- ☺ Have your CEO visit the employee at his or her workplace
- ☺ Ask a person for advice or their opinion; this demonstrates respect
- ☺ Make a large calendar that can be posted in a communal area and use written notes of recognition tacked onto specific dates to acknowledge contributions made by team member
- ☺ Send around WOW emails to the whole department, acknowledging individual or team achievements. Encourage your team to do the same.
- ☺ Create a certificate of appreciation
- ☺ Give someone more responsibility to boost motivation by showing that they are trusted
- ☺ Make work fun! Organise a pay-your-own-way working lunch for your team or have a meeting outside in the sun
- ☺ Recognize an individual's accomplishments in front of peers -- yours or theirs
- ☺ Ask your boss to attend a meeting with your employees during which you thank individuals and groups for their specific contributions
- ☺ Pop in at the first meeting of a special project team and express your appreciation for their involvement.
- ☺ Award a go home early or sleep late pass on a Monday morning or Friday afternoon

Saying thank you with treats

- ☺ Treat your team or team member to a lunch or coffee
- ☺ Hold quarterly outings for team building such as bowling or pizza making
- ☺ Put a performance bonus structure in place
- ☺ Let employees choose a training day, seminar or conference to attend
- ☺ Reward employees with a bottle of champagne or vouchers if they hit their targets
- ☺ Put together an incentive scheme whereby employees can attend an activity day or an annual trip abroad. Make sure the criteria is clear and transparent
- ☺ Give out trophies at the company conference