

# Showing Appreciation – Train the Trainer



## WHAT IS APPRECIATION?

Appreciation generally means “recognition and enjoyment of the good qualities of someone or something”. In the workplace, appreciation can be as simple as saying “thank you” for a job well done, for completing a project quickly, or for coming to a meeting prepared and on time.

## WHY SHOW APPRECIATION IN THE WORKPLACE?

1. Appreciation improves productivity.
2. Appreciation improves workplace morale.
3. Appreciation keeps employees engaged.
4. Appreciation helps build staff loyalty.

## CREATIVE RECOMMENDATIONS TO SHOW EMPLOYEE APPRECIATION – MORE THAN A “THANK YOU”

**Send a handwritten note.** Handwritten notes are rare and can have a huge impact on the recipient. A thoughtful handwritten note is often saved by being taped in their work area or saved in a drawer that is referenced many times over.

**Display a photo of the person.** Have a Wall of Fame that highlights all of your employees. Add their photo on the company website and post it on company social media sites. Best practice is to use a professional photo.

**Hold an appreciation ceremony.** This can be a formal event or as informal as part of an agenda item for your weekly team meeting where you take a few minutes for employees to verbally acknowledge the efforts of coworkers.

**Offer a paid day off.** Everyone can use a day to take care of personal issues or to enjoy a little more leisure time. A paid day off can afford a three-day weekend or other excursion.

**Give credit to others.** Cite your sources, publicly applaud the ideas of others and recognize the people that have helped you.

**Cater a monthly lunch.** Have lunch brought in that allows employees to eat with other coworkers. Take a few minutes to let everyone know how much the company values their contributions.

**Provide development training.** Offering ongoing training in areas like team building, leadership, effective communication, goals setting, and time management can build a powerful company culture.

**Rotating trophy.** Get a trophy that circulates through your team. Each person awarded the trophy holds it for one week then passes it on to another coworker.

**Give the power of voice.** Create a culture of insight and innovation by allowing employees to be heard. This confirms that you value their opinion and perspective.

**Be polite.** Politeness opens doors while rudeness closes them. One tool to increase the probability of gaining the help you want is to attach the word "please" when asking.

**Offer an award plaque.** Have a special plaque with their name and achievement on it that can be hung on the wall or placed on a shelf honoring them.

**Support community outreach.** Let employees use a couple hours of company time to give back to the community.

**Ask instead of telling.** Exercise the habit of asking people to do what you would like them to do instead of telling them what to do.

**Encourage collaboration.** Allow for brainstorming and input from everyone on how to best achieve goals.

**Compliment more than you criticize.** If you are only criticizing, it will be hard to establish a positive working relationship that is needed to achieve organizational goals.

## **TAKEAWAY**

Appreciation is a powerful everyday tool that managers and leaders can use with their staff. Unfortunately, it is greatly underutilized.