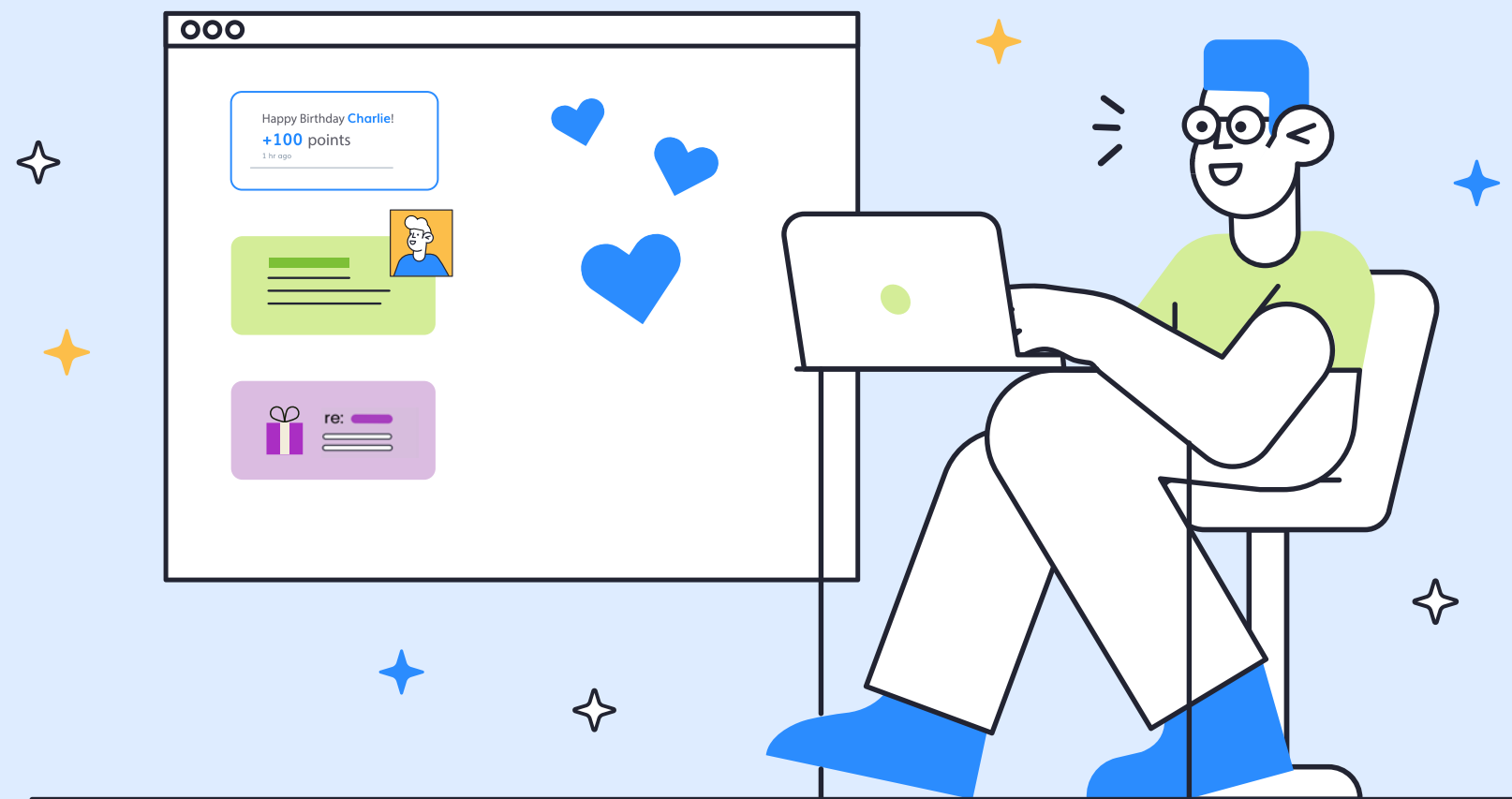


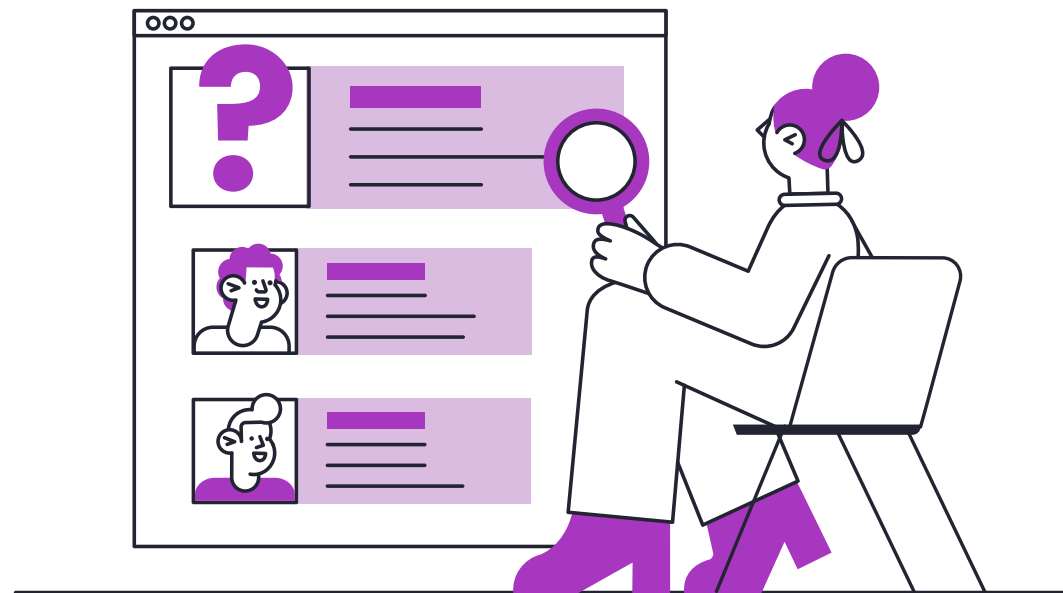
14 Steps to a Successful Employee Recognition Program





1 Obtain Executive Buy-in

A successful employee recognition program can boost morale, productivity, and reduce turnover. So, how can you ensure that your company's program is a success? One key factor is to obtain executive buy-in. It's essential to present the return on investment (ROI) of employee recognition programs to your executives. By proving the benefits of recognition programs, you can secure their support and ensure that the program is implemented effectively. Having leadership's backing creates a positive culture that supports employee motivation, and shows that management values the workforce. Therefore, when forming an employee recognition program, make sure that you obtain executive buy-in first!



2 Appoint a Program Manager

In any organization, it is crucial to have a Recognition Program Manager who is enthusiastic and passionate about the positive effect of acknowledging employees. This individual should be appointed to plan, implement, and oversee the recognition program in the organization. Recognition programs have been shown to boost morale and increase employee engagement, which has the added benefit of improving productivity and reducing staff turnover. The Recognition Program Manager should be someone who understands the value of such programs and can create a customized plan that meets the unique needs of the organization. Their role is not just to manage the program but to inspire employees to strive for recognition and support management in fostering a positive work culture.



3 Choose an Appropriate Program Type

Choosing the right recognition program can be overwhelming, but it doesn't have to be. Before making a decision, consider the results you want to see. If you're looking to motivate employees with financial incentives, a monetary program may be the way to go. On the other hand, if you're interested in fostering camaraderie and teamwork, a non-monetary program may be more fitting. Additionally, consider the dynamics of your workplace. Peer-to-peer recognition can be a powerful way for coworkers to acknowledge each other's hard work, while a top-down program may carry more weight in a hierarchical organization. With so many options available, taking the time to choose an appropriate program can make all the difference in employee engagement and motivation.

4 Define A Budget

Setting up a successful employee recognition program is a must for organizations that value their workforce. One of the crucial steps to making this program work is defining a budget. It is recommended to set aside 1% of your total payroll budget. This figure is based on research conducted by WorldAtWork and highlights that recognition programs using this budget get an impressive 85% increase in employee engagement. However, for this to work for your organization, you must identify your goals and allocate funds to specific recognition efforts that align with your objectives. This ensures that your recognition program is sustainable and remains effective over the long-term.



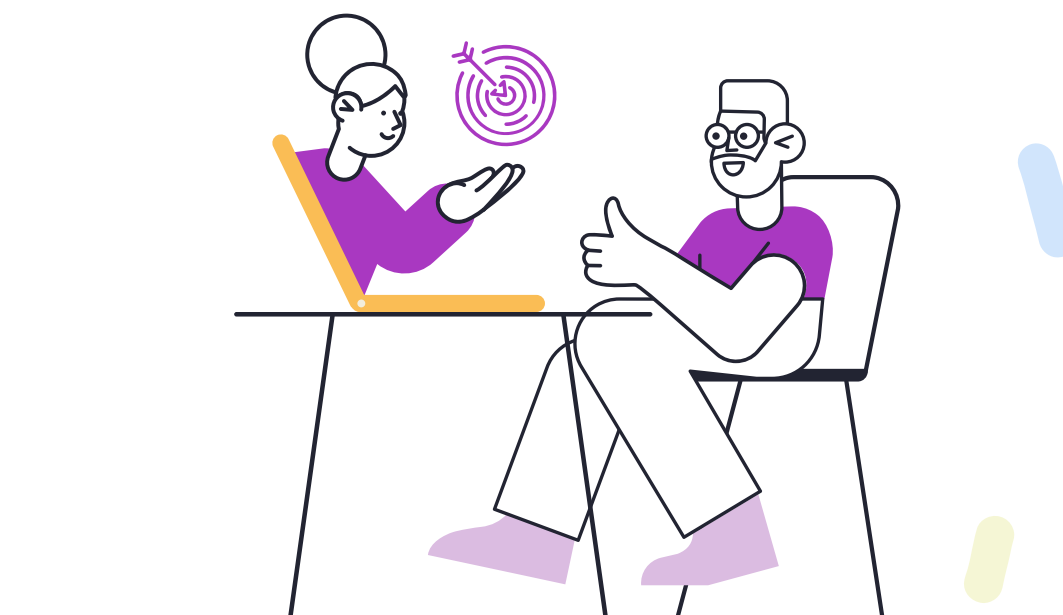


5 Implement the Right Recognition Software

When it comes to implementing recognition software, it is important to select a platform that fits your company's unique needs and processes. Flexibility is key in choosing the right software, ensuring that it can adapt to your company's evolving needs over time. Additionally, it is essential that the recognition software aligns with your existing internal processes to ensure a seamless integration and user experience. By taking the time to carefully evaluate and select the right recognition software, your company will be able to streamline its recognition program and improve engagement and productivity across the board.

6 Set Clear Employee Recognition Program Roles

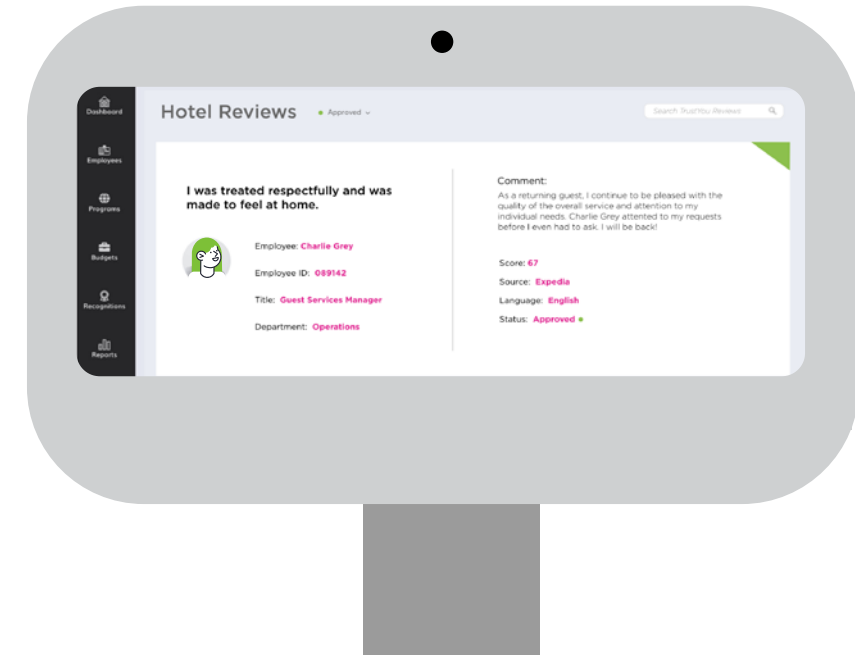
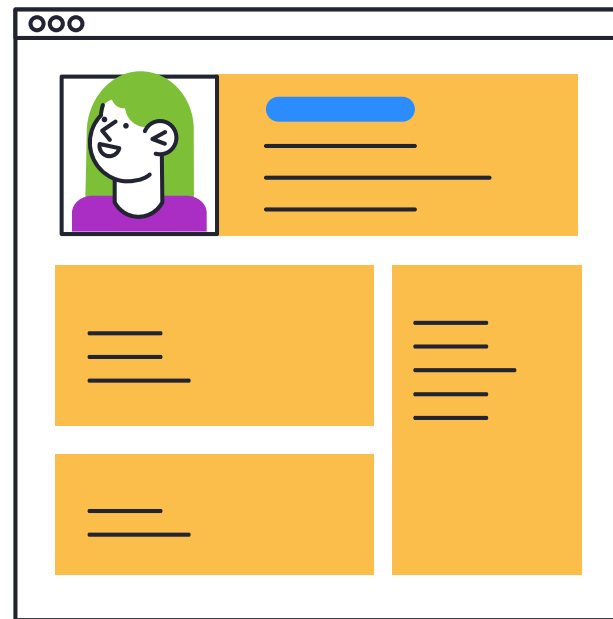
As the old saying goes, "if you fail to plan, you plan to fail." This statement rings true for employee recognition programs. Simply stating that you want to recognize employees is not enough. You must take time to design recognition procedures that include clear roles and goals. By setting specific, measurable, achievable, relevant, and time-based goals, you will have a better chance of achieving your employee recognition initiative. Be sure to clearly define each employee recognition program role to avoid confusion and ensure that everyone understands their responsibilities. With a well-designed recognition program, you can motivate and inspire employees to reach new heights and achieve greater success.





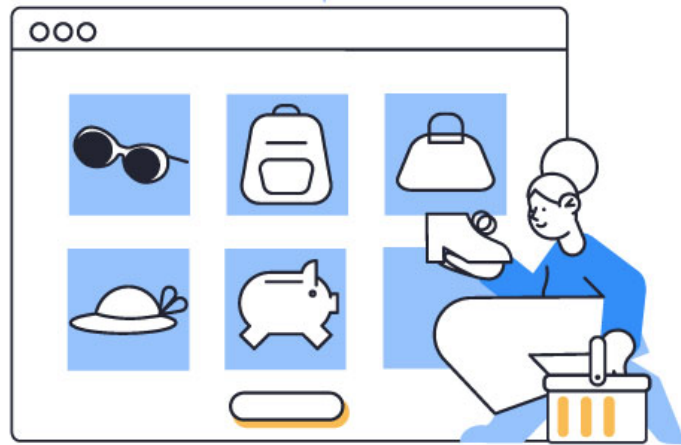
7 Align Recognition with Your Core Values

It's no secret that employee recognition is crucial for boosting morale and promoting workplace satisfaction. But how can you make recognition even more effective? By aligning it with your company's core values and business goals. When employees understand how their actions contribute to the greater mission of the company, they become more invested in their work and motivated to excel. A strong alignment of recognition and core values also reinforces the importance of those values within the organization, creating a culture that prioritizes excellence, teamwork, and dedication to the company's mission. So, don't just recognize your employees for their accomplishments; connect those accomplishments to the bigger picture, and watch your company culture thrive.



8 Define Recognition Policies and Procedures

Recognition policies and procedures refer to the company's guidelines for acknowledging employee achievements and performance. This involves identifying what qualifies as an achievement worth recognizing, who should be recognized, when recognition should occur, and how recognition should be expressed. Such policies and procedures are essential as they motivate employees to achieve more, boosting their morale and encouraging job satisfaction. Recognition is not just about monetary rewards. A simple thank-you note, public acknowledgement, or extra time off can go a long way in showing employees that their hard work is appreciated. Therefore, designing recognition procedures with careful consideration is valuable because it helps promote an employee-friendly culture and assists in retaining top talent.



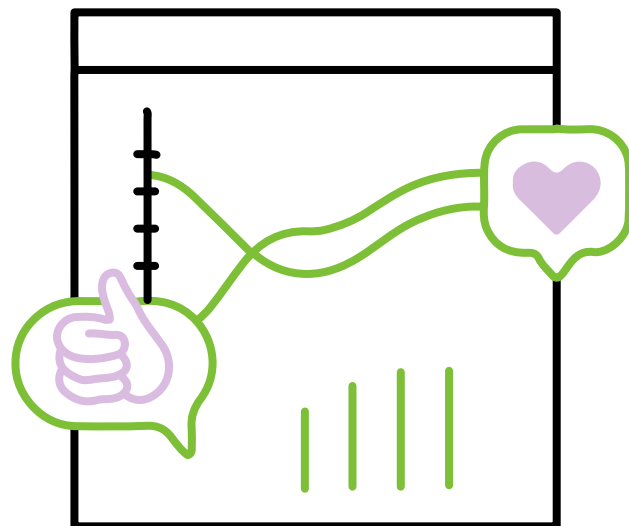
9 Ensure Attractive Gift Options For Everyone

If you want to ensure that you're offering an attractive range of gifts for everyone on your list, it's important to do your research and find vendors and recognition software that offer the right options. Whether you're looking for something high-end and luxurious, or more personalized and unique, there are plenty of options to choose from. However, it's crucial to make sure that you're working with vendors who have a solid reputation and are able to deliver on their promises. This will help ensure that you're giving gifts that will be well-received and appreciated by everyone, regardless of their individual tastes and preferences. So if you're committed to providing the best possible gift options for your friends, family, or colleagues, make sure to do your homework before you start shopping!



10 Make Recognition Fun and Easy

Recognition programs are essential for any organization interested in improving employee motivation, productivity, and retention. To increase the adoption rates of these programs, companies can turn towards vendors that offer software with gamification, social recognition, and team collaboration features. These features make recognition more fun, engaging, and easy to implement. Gamification elements such as leaderboards, badges, and challenges add an element of competition that can inspire employees to strive for excellence. Social recognition features enable employees to give and receive feedback in a transparent, public forum, increasing their sense of connectedness and enabling more frequent recognition experiences. And team collaboration features help employees support one another's achievements and celebrate successes together. All in all, choosing a recognition software vendor with these features can result in more employee engagement and a more positive work environment.



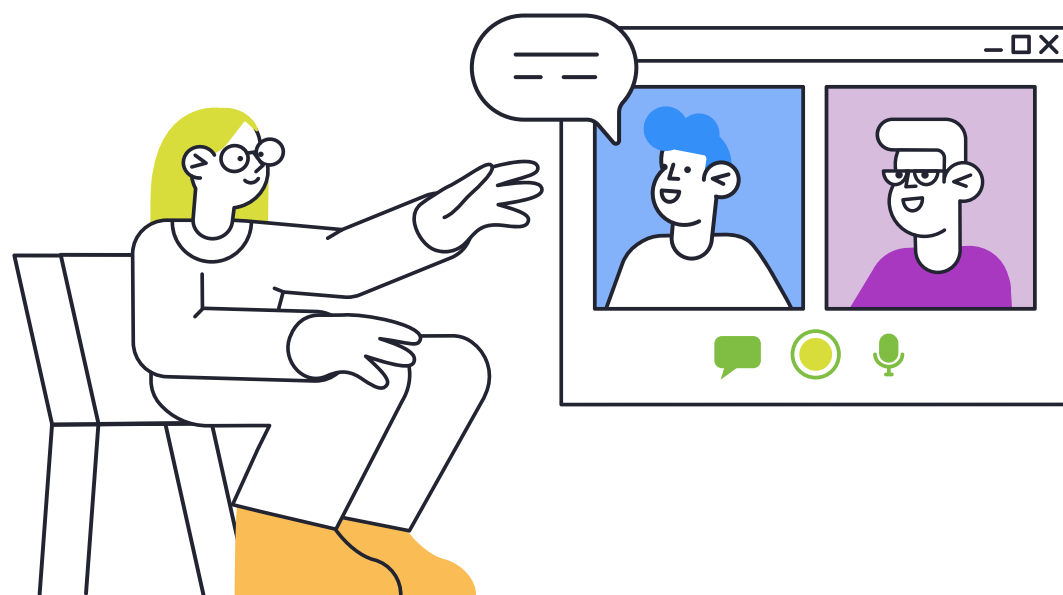
11 Ensure Fairness

In today's globalized world, it's important to remember that not everyone has the same purchasing power. This is especially relevant when it comes to recognition programs in the workplace. It's crucial that companies take steps to ensure that all employees have equal opportunities when it comes to these programs. After all, the last thing anyone wants is for someone to feel overlooked or undervalued because of where they happen to live. A recognition program should be about celebrating excellence and motivating all employees to achieve their best, regardless of their location or financial situation. By taking steps to ensure fairness in recognition programs, companies can create a more positive, supportive and cohesive workplace culture.

12 Communicate Internally

Effective internal communication is vital for the success of any program or organization. Collaborating with your communications team is a smart move to ensure that the message is delivered clearly and the program's purpose is well understood. The team can help you identify the right communication channels, craft compelling messaging, and engage the right stakeholders, leading to higher participation and better outcomes. With their expertise, you can communicate in a way that resonates with your team members, motivates them to take action, and fosters a strong sense of community. So, don't hesitate to tap into the power of your communications team and start communicating more effectively today.





13 Educate Your Employees

Educating your employees about any program you have implemented is vital to their understanding and engagement. Clear instructions can alleviate any confusion and uncertainty they may have, ensuring that they feel comfortable with the program's procedures and objectives. Additionally, by acknowledging and educating them on how each employee's contributions impact the larger picture, you can encourage a team mentality and boost morale. Overall, taking the time to educate your employees is an investment in the success of your program and the well-being of your workforce.

14 Measure The Impact Of Your Program

When it comes to evaluating the success of your programs, measuring the impact they've had is a critical step. Without this important analysis, you'll be left wondering if your efforts were for naught. By examining the data collected during and after your program, you'll be able to identify trends and patterns that can help you adjust your strategies for future initiatives. This will also allow you to identify areas that may require additional resources or support. Analyzing the key factors behind any unmet goals will help you understand the root cause and develop a more targeted approach moving forward. By putting in the work to properly measure the impact of your programs, you'll be able to make data-driven decisions that can help you achieve your desired outcomes.



About Rewardian

motivate employees. celebrate people.

Rewardian provides cloud-based employee recognition solutions designed to standardize recognition programs, decrease program management time, and increase employee engagement and retention.

Whether your company is undergoing organizational change, experiencing employee turnover or morale issues, or struggling sales, our team works with yours to customize solutions to fit your specific needs.

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