

QUICK TIPS

WHY REWARD?

To Motivate
To Stimulate
To Provide
To Encourage
To Appreciate
To Thank
To Provide Incentive

FOUR COMPONENTS OF RECOGNITION

Acknowledgement
Attention
Feedback
Praise & Criticism

WHAT TO RECOGNIZE FOR

A job well done
Hard work on an event
A commitment to the group's
goals
Being open to new ideas
Being friendly and cheerful
Handling a difficult situation
Being a member

TEN BEST WAYS TO REWARD

Money
Recognition
Time off
Ownership
Favorite work
Advancement
Freedom
Personal growth
Fun
Prizes

REMEMBER: USE RECOGNITION
OFTEN, AND MAKE IT SPECIAL TO
THE PERSON.

**LEADER
BITS** are available on
the following topics:

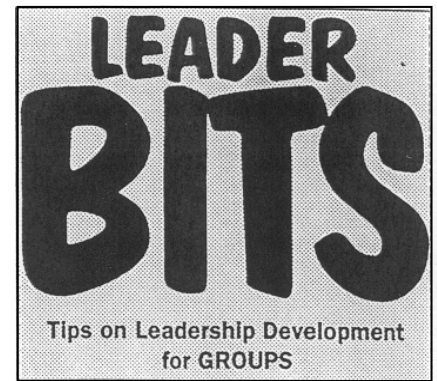
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*

- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER
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SILC staff offers programs and
consultation in these and other
areas of personal and
organizational leadership.

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R E C O G N I T I O N

*When you think of
a nice thing to do
for someone, don't
just think it, do it.*

*When you have a
kind thought,
express it. Bring it
to life. Put it into
action.*

*If you admire
something someone
has said or done,
speak up and say
so. His life – and
yours—will be
richer for it.*

*Never be content to
think nice thoughts.
Express them and
do them.*

John Luther.

Ways to Recognize

- Simply learning someone's name, calling them by their name
- Smile, wink, make someone laugh
- Treat someone to a snack
- Ask for a report
- Send a birthday card or an impromptu fun card
- Arrange for discounts
- Give service stripes
- Plan an annual banquet or reception
- Recognize and accommodate personal needs and problems
- Post an honor roll
- Respect a person's wishes
- Keep challenging someone
- Greet members, guests, presenters, participants by name
- Help develop self-confidence
- Give awards or plaques
- Take time to fully explain
- Speak warmly and sincerely
- Hold group or individual talk sessions
- Send newsworthy items to news media
- Create pleasant surroundings
- Enlist someone's help in training others
- Take time to walk and talk with someone
- Commend a special person to supervisory staff
- Recommend to a prospective employer
- Provide scholarships to conferences
- Utilize as a special consultant
- Invite participation in policy-making
- Celebrate outstanding projects and achievements
- Nominate for service awards
- Carefully match volunteers with jobs
- Praise a person to her friends
- Plan social events
- Accept a person's individuality
- Provide an opportunity for evaluation
- Have a "Recognition Issue" of the group's newsletter
- Award special citations for achievements
- Learn more about the person being recognized
- Give a book of inspirational quotes
- Give "great job" or "a+" stickers or buttons
- Have a slide show at the end of the year
- Celebrate a "member of the week or month"
- Tie a ribbon and "sweet job" note to a candy bar
- Make coupons for something special – snakes, walk, etc.
- Give flowers or balloons
- Make a scrapbook of events
- Have an appreciation day for members or participants
- Have food at the next meeting
- Draw a picture, make a collage, create a unique gift
- Say "Thank You"

Sometimes it's not easy to find the words to say "Well done!" Maybe this list will give you some new ideas.

You've got it made!
That's right!
You're on the right track now!
You're very good at that.
Good Work!
You're really working hard today!
That's the best you've ever done.
Stupendous!
I knew you could do it!
You're learning fast.
Great!
Couldn't have done it better myself!
You make it look easy.
Nice going.
Tremendous!
Keep up the good work!
That's coming along nicely.
Nothing can stop you now.
Awesome!
That's better than ever.
Sensational!
Good going.
Your really make my job fun.
Now that's what I call a fine job!
Excellent!
Right on!
Good thinking.
Perfect!
You outdid yourself today.
Good for you!
You're doing beautifully.
You did a lot of work today.
You've got that down pat.
Clever!
I think you've got it now.
That makes me feel good.
Wonderful!
Way to go.
Terrific!
Congratulations.
Keep on trying.
Marvelous!
Much better!
I like that.
I'm very proud of you.
Fantastic!
Super.
That's really nice.
Outstanding!
You must have been practicing.
Wow!

Source: Family Living Newsletter,
Colorado State University.