Prepare/Conduct a Recognition Presentation

Step 1: The Situation. Identify what was happening at the time, the problem or opportunity.

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Step 2: The Action. What actions and behaviors did the team member exemplify that deserve recognition?

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Step 3: The Impact. Describe the impact to the team, the department, the organization, our customers, etc., of the actions and behaviors that are being recognized.

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Step 4: Link to company values. Describe how the action contributed to the organizational mission, vision, values, and/culture.

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Step 5: Involve others. Who should be present for the recognition presentation? Who does this person work closest with that would make it meaningful? And, how can you involve them in speaking about the qualities and specific achievement?

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Step 6: Say "Thank you"

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