

## **Excerpts from “1001 Ways to Reward Employees” By Bob Nelson**

### **Words of wisdom:**

1. Match the reward to the person
2. Match the reward to the achievement
3. Be timely and specific

### **Possible Day-To-Day Recognition Options**

- Manager personally congratulates employee who do a good job
- Manager writes personal notes about good performance
- Organization uses performance as the basis for promotion
- Manager publicly recognizes employee for good performance
- Manager holds morale building meetings to celebrate success

### **Group Recognition, Rewards & Activities**

- Have upper managers stop in at the first meeting of a special project team and express his or her appreciation of the members' involvement
- When individuals present an idea or suggestion, thank them for their initiative and contribution. Encourage involvement in the group's goal setting process, problem solving, brainstorming, etc.
- Celebrate progress, interim findings, and final results, letting team members decide how to celebrate.
- Open the floor for team members to praise anyone at the beginning or end of the meeting. Provide a “praising barrage” by the team for one or more of its members.
- Have members of the team create awards for each other. Invest in team mementos and symbols of a team's work together, such as T shirts or coffee cups with a team motto or company logo.
- Conduct team building activities and field trips such as bowling, laser tag, a visit to a state fair, a “popcorn lunch”, or a team challenge or contest against a group goal or another team.
- Invite upper management to attend a meeting with the team during which individuals ask questions and the group is thanked for its efforts.
- Send letters or emails to every team member at the conclusion of a project, thanking them for their contributions. Consider thanking the team members' families, as well, if the team effort was significant.