Appreciation and Recognition Guide test 1

The Purpose of Appreciation & Recognition Conversation

1. To acknowledge an employee's behaviour, e?ort or outcome in a way taht expresses their work is valued.
2. To instill a senee of acheivement and motivation to continue their e?orts To foster employee engagement and committment to the University

Incorporating Connect / Adapt / Align Into the Conversation

1. **CONNECT:** Build rapport with the employee by getting to know them, being interested in them, their work, e?orts, achievements and challenges
2. **ADAPT:** Create an environment of recognition and appreciation, where two-way conversation, positive reinforcement, support and caring occur regularly and foster a growth mindset
3. **ALIGN:** Highlight with examples, the connections between the employee's e?orts, good work, and strengths, to the U of G leadership competencies and objectives

Quality Conversation Tips

1. Make note of the actions and achievements that you want to recognize and appreciate the employee for
2. Explain how their e?orts, achievements, and strengths have a positive impact on the organization, team and culture
3. Ask individuals how they prefer to be recognized and appreciated
4. Recognition and appreciation does not need to be complicated; a simple thank you comment, email, or note go a long way
5. Aim for expressions of recognition and appreciation to be timely and in the moment when possible
6. Build an ongoing respecVul, trusting relationship with the employee, where recognition and appreciation is welcome, frequent, and genuine

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