IDEA MENU
FOR MANAGERS

Ideas on how to show your employees you recognize their hard work, dedication, and accomplishments

RECOGNITION@
KALAMAZOO VALLEY
Use the recognition menu below to find a meaningful way to recognize your employees!

WHAT YOU CAN DO FOR FREE

• A Visit to the Kalamazoo Valley Museum
• A trip to the Art Hop
• Hoops and YoYo E-Cards http://ecards.hallmarkcards.com.au/ecards/theme/hoops-yoyopsandyoyo.co.uk
• Post a thank you note in their work space.
• Make a thank-you card by hand.
• Acknowledge and celebrate birthdays.
• Greet others by name.
• Swap a task with someone for a day – his/her choice.
• Recognize those who actively serve the community.
• Privately recognize an individual’s personal needs and challenges.
• Publicly recognize the positive impact on operations of the solutions others devise for problems.
• When you hear a positive remark about someone, repeat it to that person as soon as possible (Face-to-face is best, e-mail or voice mail are good in a pinch).
• Use 3x5 cards to write “You’re special because…” statements. People can collect the cards and refer to them when things aren’t going perfectly.
• Give special assignments to people who show initiative.
• Arrange for your team to present the results of its efforts to upper management.
• Encourage and recognize those who pursue continuing education.
• Create and post a recognition award in reception area.
• Give high-contributing people an occasional extra long lunch break.
• Establish a place to display memos, posters, photos and so on, recognizing progress towards goals and thanking individuals for their help.
• Establish a “Behind the Scenes” award specifically for those whose actions are not usually in the limelight.
• Present “State of the Department” reports periodically to the unit acknowledging the work and contributions of individuals and teams.
• Name a continuing recognition award after an outstanding retiree.
• Include a high-performing individual in a “special” (high-level) meeting.
• Allow others to attend meetings in your place when you are not available.
• Create an Above and Beyond the Call of Duty (ABCD) Award.
• Ask your boss to attend a meeting with your staff during which you thank individuals and groups for their specific contributions.
• Pop in at the first meeting of a special project team and express your appreciation for their involvement.
• Send a letter to all team members at the conclusion of a project, thanking them for their participation.
• Find ways to reward department-specific performance.
• Start a suggestion program.

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• Call someone to your office to just thank them (don't discuss any other issue).
• If you have a department newsletter, publish a “kudos” column and ask for nominations throughout the department.
• Acknowledge individual achievements by using names in status reports.
• Express an interest in the career development goals of others.
• Post a large “celebration calendar” in your work area. Tack on notes of recognition to specific dates.
• Create and string a banner across the work area.
• Practice positive nonverbal behaviors that demonstrate appreciation, such as smiles, or a handshake.
• Support “flex-friendly” schedules when work flow and service needs allow.
• Encourage people to identify specific areas of interest in job-related skills. Then arrange for them to spend a day with an in-house “expert” to learn more about the topic.
• Share verbal accolades – forward positive voice mail messages.
• Actively listen to co-workers, especially when discussing their accomplishments and contributions.
• Keep a supply of appropriately funny notes that can be given as immediate rewards. Keep the supply visible – in a basket or box in your office.
• Widely publicize suggestions used and their positive impact on your department.
• When someone has spent long hours at work, send a letter of thanks to his/her home.
• Arrange for an outstanding contributor to have lunch with a dean or director.
• Allow people to choose their next assignment.
• Recognize a team accomplishment by designating that team as consultants to other teams.
• Recognize those committed to personal health and wellness.
• Smile. It’s contagious.

SOMETHING A LITTLE EXTRA...

ANYTIME

• Make goody bags for a busy week ahead, you can include; granola bars, mints, tea bags, chocolate, a thank you note, and more!
• Keep the break area stocked with Gatorades, flavored water, snacks, and more!
• Use the Recognition Profile to find a meaningful way to recognize your employees!

ON YOUR WAY TO WORK

• Panera bagels and/or pastries with coffee
• Asiago’s continental breakfast
• Rykse’s cinnamon rolls
• Sweetwater’s donuts
• Stop at your local grocery store for orange juice, bagels, pastries, yogurt, fruit, and more!

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LUNCHTIME

- The Ample Pantry boxed lunches
- Erbelli’s pizza and Erbbie bread
- Subway catering
- Great Wall delivery
- Panera soups and sandwiches
  OR
- Bring in lunch to share with everyone, have a great soup or chili that everyone loves? Bring it but don't forget dessert!

5:01 DINNERS

- Mangia
- Buffalo Wild Wings
- Old Burdicks
- Gallagher’s
  OR
- Have your team over for dinner!

WEEKEND FUN

- Climb Kalamazoo
- Airway Fun Center
- Kalamazoo 10
- Air Zoo
- Wings Stadium