

What drives employees to do great work? Recognition!

Employees are a company's most valuable asset. Retain your top talent by recognising their hard work, dedication and years of service with a reward recognition program.

1 | Decide what you want to recognise

Nearly half of all organisations have a written plan for their recognition programs that is aligned with management strategies, like quality improvement, key customer retention, no lost time accidents or revenue growth. Whatever you choose to recognise makes your organisation doubly effective. Employees push themselves to earn the recognition award while helping your organisation hit annual or long-term goals.

2 | Set a budget

Some organisations allocate a specific dollar amount for each employee, generally from \$50 to \$250 per person. Or they budget a percentage of payroll – 0.3% is the norm. This doesn't mean each employee will receive a recognition award during the year, but it reserves funds for program implementation.

3 | How to build a work anniversary recognition program

Length of service is the occasion most commonly recognised by organisations. Here is a sample program to get you started.

› Start with new hires

Tell them you're excited to have them as part of your team. This can be something as simple as a pack of sticky notes that say "Welcome" along with your company's logo, or if you promote a culture of reduce and reuse, maybe a stainless-steel water bottle with the company logo and the new hires name personalised. Just make sure these new hire gifts are reserved only for new hires. If they start showing up on everyone's desk, it reduces their impact.

› One-year anniversary

You're proud to have them, and they are proud to be here. Show the world how valuable your employees are with a zip up hoodie or jacket that has "A Year of Great Work" on it, or keep it fresh and make it annual for all employment anniversaries with "A(nother) Year of Great Work" T-shirt. Award a different colour each year and fellow employees will start to recognise how long team members have been with your organisation.

› Five-year anniversary

Your employee has already demonstrated they are a valuable asset to your organisation. Now it's time to start recognising their individual motives toward success. Are they a fitness buff? How about a new gym bag, or an activity tracker

wristband? Are they a foodie? How about a marble cheese board & knife set? You want these recognition gifts to be something that bears your company's logo, but that your employee will proudly use.

› 10-year anniversary

This is a huge milestone, especially in current work environments. This award should hold prestige for the employee while reflecting quality for the company. A quality watch with engraved message might be a bit cliché, or it might be exactly what your employee wants!

› Everyday recognition

Recognition shouldn't only be tied to big events. A handwritten note is an easy way to boost people's morale. Does your corporate mission or vision talk about valuing people? Custom print thank you notes to reinforce these values. Make sure the notecards are accessible to everyone — so your employees can thank co-workers, customers and maybe even their boss. Small office items are also a great way to show appreciation with things employees would use anyway. Just make sure you can point to a specific contribution you are recognising. Overuse decreases the value of these types of awards.

Contact us today for creative ideas to get you started! We can help you find the perfect ways to retain, recognise and engage employees using promotional products. To get in touch with us please contact us on 07 3013 6101.