

1. Smile
2. Treat to coffee, soda, etc.
3. Invite to lunch and buy
4. Send a birthday card
5. Arrange for discounts
6. Plan ceremonial occasions
7. Invite to meetings to participate, not normally included
8. Recognize and accommodate personal needs, opportunities and problems

9. Be pleasant
10. Use or ask for ideas in pressure situations
11. Respect their wishes
12. Provide challenging work
13. Say "Good Morning"
14. Actually take the time to just talk
15. Take time to explain fully
16. Give additional responsibilities
17. Take time to find out what they like to do after work
18. Talk about their hobbies

19. Afford participation in team planning
20. Respect sensitivities and preferences
21. Enable to grow on the job
22. Enable to grow out of the job
23. Be a sponsor
24. Distribute information just for their information
25. Provide time to socialize
26. Create pleasant surroundings
27. Enlist their help to train others

Ideas For Day-to-Day Recognition



28. Take time to listen
29. Defend against hostile or negative staff
30. Make good plans
31. Commend to supervisory staff
32. Write a "Thank you" note
33. Celebrate outstanding projects and achievements
34. Nominate for rewards
35. Praise them to their friends
36. Spread positive gossip
37. Know what jobs/projects they like to do
38. Know what jobs/project they don't like
39. Provide training
40. Provide useful tools
41. Say "Thank-you"
42. Be a real person
43. Organize a story board for projects
44. Provide opportunities for conferences
45. Encourage elimination of rework
46. Send impromptu fun cards

47. Plan occasional extravagances, i.e. a picnic, doughnuts, pizza lunch
48. Instigate customer/client planned surprises
49. Send a letter of appreciation
50. Reinforce them when they reinforce someone
51. Say "We missed you"
52. Send commendatory letters to their boss's boss
53. Say something to make people smile
54. Promote staff humour
55. Facilitate personal growth
56. Adequately orient
57. Promote innovation
58. Send Christmas cards
59. Plan a recreation activity
60. Ask them how they did and listen
61. Provide tickets to an event
62. Go together to an event
63. Plan a theatre party
64. Plan a field/site trip
65. Give them a book

66. Send them interesting articles
67. Provide small tangibles with the company logo
68. Act on a suggestion
69. Provide advanced training sessions
70. Encourage the one that helps someone else
71. Ask for their help on a management matter
72. Tell them they are right
73. Do something for them, remove a barrier
74. Show your confidence in them
75. Have them run your meeting
76. Share information
77. Smile
78. Welcome and seriously consider new ideas from staff on how things could be done
79. Extend people's influence whenever possible
80. Let staff help plan how things are going to roll out

Smile