

## Recognition Fundamentals

This is the foundational course for recognition. In this course, we will learn the fundamentals of Recognition by understanding the 3 types of recognition.

### What is Recognition

Recognition acknowledges an employee or team's efforts, positive performance and meets an intrinsic psychological need for appreciation. Recognition of a job well done is the top motivator of employee performance. Motivating and recognizing employees is vital to the development of an effective and positive work environment.



### Types of Recognition

Positive reinforcement is rewarding behavior you want repeated. Rewarded behavior creates more behavior to reward, which creates more results for the organization. As a leader, there are 3 types of recognition you can use to influence your team:

- Day to Day
- Informal
- Formal

**Day to Day recognition** has the most influence on employee performance. It provides encouragement of a desired behavior on a daily or weekly basis. This type of recognition is generally low or no cost and can include verbal positive feedback, thank you notes, WOW cards (from leaders or peers), and eCards.

**Informal recognition** acknowledges behaviors exhibited consistently over time and celebrates an individual or team's completion of a significant task, milestone, or goal. While informal recognition may not happen as frequently as day to day, it encourages an environment of continuous process improvement and creates a positive atmosphere.

**Formal recognition** consists of a nomination and selection process followed up with an awards ceremony giving employees public recognition in a formal setting. Often an annual event recognizing a small number of employees.