

Recognise Your People

In the way that suits them.

Everyone likes to be recognised differently. If you're not sure of your team members preference, talk through the below guide with them.

Publically

Shoutout in a team meeting

OR

Privately

Pull them aside 1:1

Live

In the moment feedback

OR

Scheduled

As an agenda item

Words

Verbal or written praise

OR

Actions

A small gift or act of service

Verbally

Face-to-face conversation

OR

Written

Email, text, handwritten note

Specific

"The agenda you sent helped everyone prepare appropriately"

OR

General

"I love working with you"

High-energy

Dramatic gesture

OR

Low-key

Calm acknowledgement

Peer

Appreciation from colleagues

OR

Leader

Recognition from seniors

Consistent

Regular, small acknowledgements

OR

Occasional

Bigger, milestone celebrations

If you're not sure of your team members preference, ask them to circle what they're comfortable with on this list.

