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MONTH-BY-MONTH GUIDE

FOR HOW TO BUILD A CULTURE OF GRATITUDE



Recognizing and appreciating employees is crucial for their motivation and job satisfaction. However, it can be challenging to keep recognition efforts consistent and meaningful throughout the year. Here is a month-by-month guide for how to encourage employee recognition and keep employees feeling valued and appreciated.



1

JANUARY

Start the year off by setting clear expectations and goals for employee recognition. Hold a meeting with managers to discuss the importance of recognition and how to recognize employees effectively. Encourage all employees to set personal recognition goals for the year.



2

FEBRUARY

In February, have your organization embrace peer-to-peer recognition. Valentine's Day is the perfect opportunity to foster a culture of recognition and appreciation. You can set up a Valentine's Day recognition board where employees can write notes of appreciation for their colleagues, or use Recognize to create a special Badge that employees can send to one another.



3

MARCH

March is a great time to focus on showing appreciation for employees' hard work and dedication from the top down. Encourage your organization's top leaders to recognize employee achievements and contributions, and make sure to plan something special for Employee Appreciation Day, which always falls on the first Friday of March. You can distribute cards or small gifts to employees, expressing appreciation.



4 APRIL

In April, recognize employees who have shown exceptional performance or achieved significant milestones. You can hold an awards ceremony or a recognition luncheon to celebrate their accomplishments. Make sure to personalize the celebration and make it meaningful to the employee.



5 MAY

May is a great time to encourage managers to send more recognition to their teams. Remind managers that they can view their team's recognition in the Manager Portal of Recognize, and reiterate how important it is to recognize their team's efforts and help them feel valued. You can suggest holding team-building activities or off-site events to foster teamwork and collaboration among your business units.



6 JUNE

In June, review your recognition data and make an effort to highlight and recognize employees who have gone above and beyond. Your organization could provide them with extra vacation days, a bonus or a promotion, or extra points for Rewards. June is a great time to run a Nomination campaign as well to allow employees to be part of the process of selecting who they feel is deserving of this higher level recognition.



7 JULY

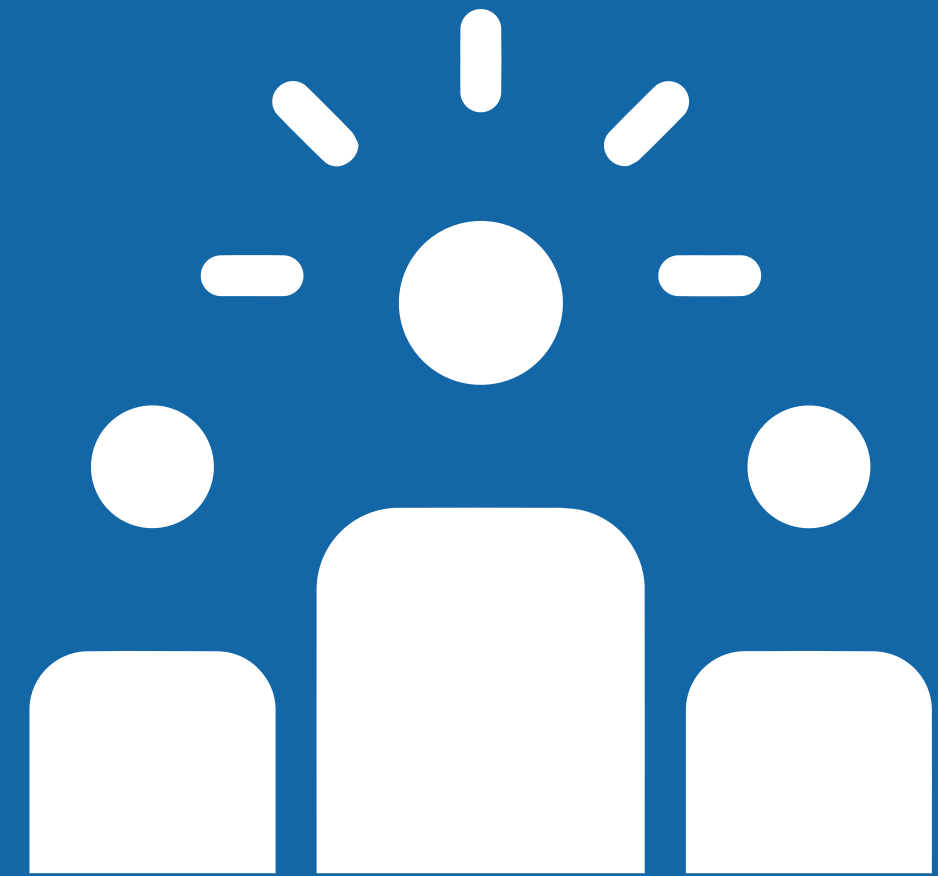
July is the perfect time to focus on and recognize employees who have shown improvement or growth throughout the first half of the year. Encourage managers to find and highlight progress for these employees, and encourage them to continue striving for excellence. As an idea for a Reward offering, you can provide these employees with extra points to use toward special training or development opportunities to help them reach their full potential.



8

AUGUST

In August, your organization can recognize employees who have shown leadership qualities with a special leadership Badge as part of a spot program. Leaders can then encourage these employees to lead projects or mentor other employees. You can also have the organization provide the recipients with leadership training or coaching to help them develop their skills further.



9

SEPTEMBER

In September, try to zone in on employees who have made a significant impact on the company's success over the course of the year. You can highlight their contributions in the company newsletter or on social media, as well as have an executive-level Badge sent to them with points. Make sure to include their specific achievements in the message to supercharge the recognition.



10 OCTOBER

Recognizing employees who have shown creativity or innovation on a project is a fun October initiative. Have your organization encourage employees to think outside the box and come up with new ideas, and create a special Badge that can be sent by managers to make the recognition special. To inspire employees during this time, you can hold brainstorming sessions, innovation workshops, or invite special guest to come speak to your workforce.



11

NOVEMBER

In November, your organization can recognize employees who have shown a commitment to teamwork and collaboration. Encourage them to continue working together to achieve common goals, and foster this team mentality by introducing a teamwork Badge that can be sent peer-to-peer. This is also a good time to run a Nomination program to recognize an entire team for their contributions to the organization.



12 DECEMBER

Finish out the final month with acknowledging all employees for their loyalty and dedication throughout the year, and include details in your message for goals that have been accomplished. As added appreciation, consider providing employees with year-end bonus points or a personalized gift from the company.



IN CONCLUSION

Every company is unique in the way that they choose to celebrate employees, so of course, these are only suggestions. That said, by taking some of these ideas and incorporating them into your recognition strategy, you can encourage more employee recognition overall and keep recognition top of mind for leaders and employees alike. This type of consistency will help your programs stick, and ultimately land you with a company culture of gratitude.