Phase 2 - Action Plan

Transitioning from the 'Emerging' Phase to the 'Established' Phase of Program Maturity requires a strategic and comprehensive approach to strengthen alignment, improve processes, and solidify leadership commitment to employee recognition. Here's an action plan to facilitate this transition:

Strengthening Alignment:

1. **Review and Refine Company Values and Goals:**
   - Conduct a thorough review of company values and business goals to ensure they accurately reflect the organization's mission and vision.
   - Engage stakeholders from all levels to provide input and feedback on proposed changes.
   - Finalize and communicate updated values and goals across the organization to enhance alignment.
2. **Integrate Recognition with Company Values and Goals:**
   - Align recognition programs with [company values and business objectives](#) to reinforce desired behaviors and outcomes.
   - Update [recognition criteria](#) and rewards to reflect alignment with organizational priorities.
   - Communicate the connection between recognition efforts and company values/goals to employees to foster understanding and buy-in.

Enhancing Recognition Programs:

1. **Expand Recognition Team, Resources, and Programs:**
   - Expand the recognition team and/or create a committee to include representatives from various departments and levels of the organization.
   - Allocate sufficient resources, including budget and technology, to support the expansion and improvement of recognition programs.
   - Evaluate your current programs and consider introducing additional layers: successful programs will have day-to-day recognition that's more informal, as well as spot recognition for above and beyond behavior, and milestone recognition or nomination processes that are more formal.
2. **Further Automate and Standardize Recognition Processes:**
   - Use Recognize to automate manual processes and streamline recognition workflows.
   - Establish more standardized procedures and cycles for nominating, evaluating, and rewarding employees to ensure consistency and fairness.

Cultivating Leadership Engagement:

1. **Leadership Training and Development:**
   - Provide comprehensive training programs for leaders on the importance of employee recognition and their role in fostering a culture of appreciation.
   - Equip leaders with the necessary tools, resources, and guidelines to recognize employees effectively.
   - Foster a supportive environment where leaders feel empowered and encouraged to actively engage in recognition efforts.
2. **Leadership Recognition and Accountability:**

- Establish clear expectations for leaders to actively participate in recognition activities and lead by example.
- Incorporate recognition metrics and goals into leadership performance evaluations to hold leaders accountable for their engagement in recognition initiatives.
- Recognize and celebrate leaders who demonstrate exceptional commitment to employee recognition and alignment with company values.

Solidifying Criteria and Processes:

1. **Refine Recognition Criteria:**
   - Collaborate with stakeholders to refine criteria for employee recognition, ensuring it is clear and measurable, and aligns with company values and goals.
   - Ensure transparency and consistency in the application of recognition criteria across the organization.
   - Regularly review and update recognition criteria based on feedback and evolving organizational priorities.
2. **Streamline Recognition Processes:**
   - Simplify and streamline any nomination and approval processes for employee recognition to enhance efficiency and responsiveness.
   - Leverage Recognize to facilitate seamless communication regarding any changes to your processes.

By implementing this action plan, the organization can transition from Phase 2 to Phase 3, characterized by strong alignment between company values, business goals, and employee recognition, and the establishment of a well-rounded, formal recognition program supported by engaged leadership and clearly defined criteria.