

Phase 1 - Action Plan

To transition from the 'Ad-Hoc' Phase to the 'Emerging' Phase effectively, focus efforts on the following challenges:

Lay the Groundwork with Company Values and Goals:

1. Define Clear Company Values:

- Hold [brainstorming sessions](#) involving leadership, management, and employees to identify core values.
- Refine and finalize values through consensus-building exercises.
- Develop concise, memorable statements encapsulating each value.

2. Communicate Yearly Company Goals:

- Create a communication plan to disseminate yearly goals across all levels of the organization.
- Utilize multiple channels such as company-wide meetings, newsletters, and intranet platforms.
- Encourage dialogue and feedback mechanisms to ensure understanding and alignment.

Determine Employee Recognition Program Strategy:

1. Establish a Dedicated Recognition Team:

- Form a [cross-functional team](#) comprising HR, representatives from various departments, and executive sponsors.
- Assign [clear roles and responsibilities](#) to team members.
- Provide necessary resources and authority to the team to drive recognition efforts effectively.

2. Develop Official Recognition Programs:

- Conduct a [comprehensive review](#) of existing programs to [identify gaps](#) and areas for improvement.
- [Design formal and informal recognition programs](#) with clear criteria, nomination processes, and reward structures.
- [Gain leadership buy-in](#) and commitment to support these initiatives.

3. Implement Standards for Recognition:

- [Define standard criteria](#) for recognizing employees aligned with company values and goals.
- Establish guidelines for frequency, methods, and channels of recognition and communicate these to employees.

Centralize Recognition Efforts:

1. Move All Programs into Recognize:

- Identify areas for automation and streamlining processes to improve efficiency and consistency in the future.
- Utilize Recognize's features to enhance the scalability and sustainability of recognition initiatives.

2. Empower Recognition Champions:

- Identify individuals passionate about employee recognition within the organization.
- Provide them with opportunities for leadership and professional development in this area.

- Leverage their enthusiasm and expertise to drive continuous improvement and innovation in recognition practices.
- Form a cross-functional steering committee that can weigh in on future changes to your programs

By implementing these action plans, the organization can transition from Phase 1, characterized by ambiguity and inconsistency in employee recognition efforts, to Phase 2, marked by the introduction of structure, with expectations for recognizing and rewarding employees.