



Recognize

Recognize Training Resources for Employees

User & Manager Training Webinars

Recognize offers general user and manager training via webinar on a weekly and monthly basis, respectively. If you choose to have users go through training upon launch and/or as they join the company, you can have them sign up for a session that works for them. In this packet, you will find email templates you can use to send to new users and managers with details on how to sign up for training.



Incentivize Training

An approach we recommend to motivate employees to complete training and ultimately bolster adoption is to incentivize training completion. Using [Recognize's Tasks feature](#), you can assign a task to complete Recognize Training to all employees (and any new employees that come onboard after launch), and offer points to those who report they've completed it.



1. [Enable Tasks for your organization](#) and [create two Tasks](#), one for Recognize User Training and one for Recognize Manager Training.
2. [Assign the User Training task](#) to all users upon launch, and the Manager Training task to all managers with direct reports.
3. Once users and managers complete training, have them [submit completion of the task](#) along with their certificates within the Recognize portal.
4. Have your company's admins [approve completed training tasks](#) so that users can receive points to use on Rewards!
5. Consider having at least one Reward for which employees will be able to redeem their first earned points.





Recognize

EXAMPLE

CERTIFICATE OF COMPLETION

Recognize Manager Training



Recognize

EXAMPLE

CERTIFICATE OF COMPLETION

Recognize User Training

Employees

Template 1: User Training Without Points Incentive

Subject: Welcome to [Company Name] - Join Our Recognition Platform!

Dear [Employee Name],

Welcome to the [Company Name] team! We're excited to have you on board and want to introduce you to our employee recognition platform, Recognize.

Recognize is a powerful tool designed to foster a positive work environment by allowing colleagues to appreciate each other's efforts and achievements. Here's what you need to know:

- Recognize integrates seamlessly with our existing tools like [Microsoft Teams and Sharepoint]
- You can send and receive recognition for great work, fostering a culture of appreciation
- The platform includes our recognition programs for [peer-to-peer recognition, anniversaries, and nominations]

To get started, we invite you to [sign up for Recognize platform training](#). This training session will cover everything you need to know to make the most of this engaging tool. We encourage you to attend this training to learn how to effectively use Recognize and contribute to our positive workplace culture.

If you have any questions, please don't hesitate to reach out to the HR team. Welcome aboard, and we look forward to recognizing your contributions!

Best regards, [Your Name]

Employees

Template 2: User Training With Points Incentive

Subject: Welcome to [Company Name] – Join Our Recognition Platform and Earn Points!

Dear [Employee Name],

Welcome to the [Company Name] family! We're thrilled to have you join us and want to introduce you to our employee recognition platform, Recognize. Recognize is a powerful tool that helps us build a positive work environment by enabling team members to appreciate each other's efforts and achievements. Here's what you need to know:

- Recognize integrates seamlessly with our existing tools like [Microsoft Teams and Sharepoint]
- You can send and receive recognition for great work, fostering a culture of appreciation
- The platform includes our recognition programs for [peer-to-peer recognition, anniversaries, and nominations]

To help you get started, we're offering a special incentive for new employees. When you complete the Recognize user platform training, you'll earn [50 points towards our Rewards program]. These points can be redeemed for various rewards in our catalog, including gift cards, company swag, and more! To claim your points, follow the instructions for [submitting a completed Task](#) for the task called "Recognize User Training" and include a screenshot of your training completion certificate that you'll receive once you've attended the training.

[Sign up now](#) to reserve your spot!

This training session will cover everything you need to know to make the most of this engaging tool. By attending, not only will you learn how to effectively use Recognize, but you'll also get a head start on earning rewards.

If you have any questions about the training or the points incentive, please don't hesitate to reach out to the HR team. Welcome aboard! We're excited to start recognizing your contributions.

Best regards, [Your Name]

Managers

Template 1: Without Points Incentive

Subject: Important Training Invitation: Recognize Manager Portal

Dear [Manager's Name],

As a [new] manager at [Company Name], we're excited to invite you to participate in an upcoming Manager Portal training session for our employee recognition platform, Recognize. This training is designed to equip you with the tools and knowledge to effectively use our recognition platform, enhancing your ability to lead and motivate your team.

[Sign up here](#) to reserve your spot!

During this session, you'll learn how to:

- Navigate the Manager Portal efficiently
- Access important team metrics and reports
- Recognize and reward your team members effectively
- Utilize features designed to boost team engagement and productivity

Your participation is crucial in fostering a culture of recognition within our organization, so we hope you'll take advantage! If you have any questions, please don't hesitate to reach out to [Contact Person/Department].

Best regards, [Your Name]

Managers

Template 2: With Points Incentive

Subject: Earn Points While Learning: Manager Portal Training Invitation

Dear [Manager's Name],

We're thrilled to invite you to an upcoming Manager Portal training session, for our employee recognition platform, Recognize. As a new leader at [Company Name], your participation is vital in driving our recognition initiatives forward.

[Sign up now](#) to reserve your spot!

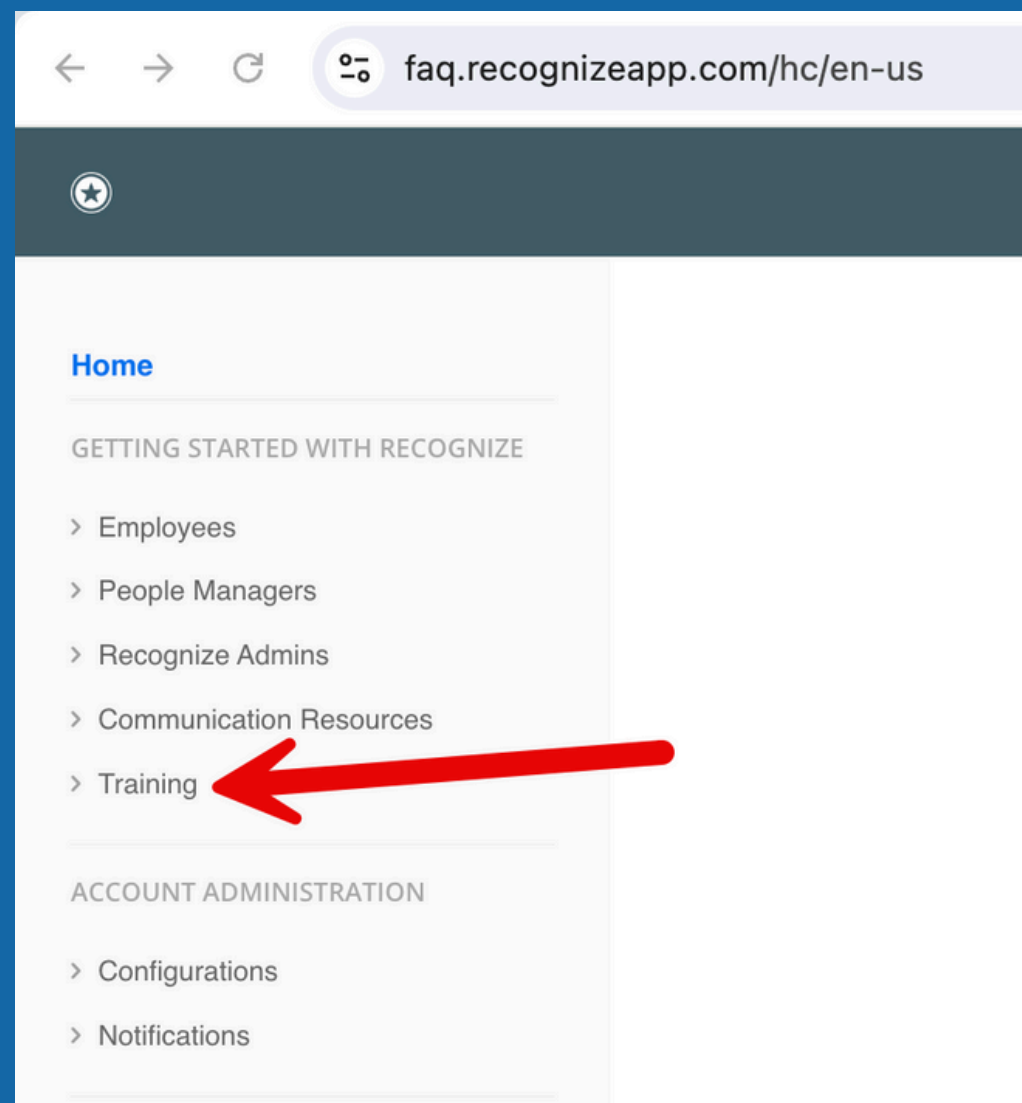
What you'll gain:

- Comprehensive understanding of the Manager Portal features
- Skills to effectively recognize and reward your team
- Insights into team performance metrics and reporting
- Strategies to boost team engagement and productivity

To sweeten the deal, we're offering a special incentive for attending: [Earn 50 points] upon completion of the training! These points can be redeemed for various rewards in our catalog, including gift cards, company swag, and more! To claim your points, follow the instructions for [submitting a completed Task](#) for the task called "Recognize Manager Training" and include a screenshot of your training completion certificate that you'll receive once you've attended the training.

Your active participation is crucial in cultivating a strong culture of appreciation within our organization. We're excited to have you on board for this important training. If you have any questions, don't hesitate to contact [Contact Person/Department].

Best regards, [Your Name]



Recognize also has a dedicated **Training** section in our Knowledge Base for your employees to peruse. We have additional [User Training resources](#), [Manager Training resources](#), and other helpful items for getting started there.