

Recognize Manager Training



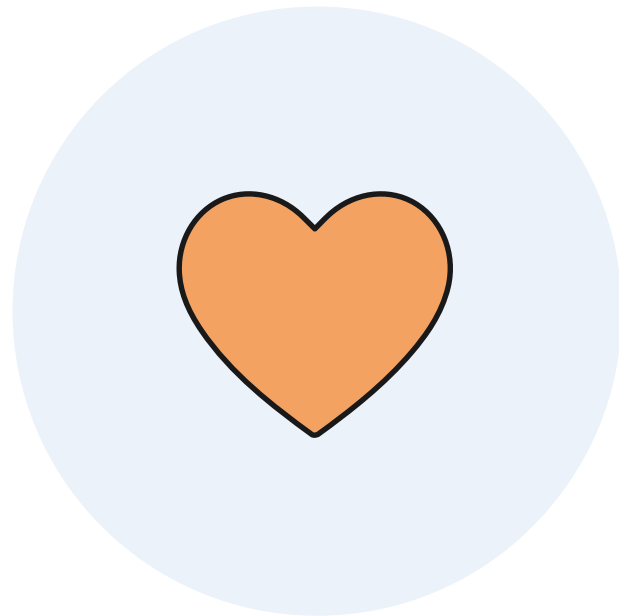
About Recognize

Appreciate, congratulate, and celebrate employees

Recognize is an employee engagement platform that enables peer recognition, nominations, rewards, award certificates, & much more. Recognize empowers company culture through positive employee experiences.

The screenshot displays the Recognize platform interface for Redwood Services. The top navigation bar includes icons for Stream, Recognize, Nominate, Challenges, Stats, Users, Badges, Fame, Rewards, and Surveys. The user profile for Brittany Espinoza is shown with 186 points and options for Menu and Logout. The main content area features a date filter (mm/dd/yyyy) and a 'Go' button. The central post is titled 'Innovation Product Development' and contains the text: 'Innovation thrives because of people like you who aren't afraid to think differently. Your ideas bring energy and new perspective to the work we do. It's inspiring to see how your creativity turns concepts into real progress.' The post is tagged with 'Innovation' and 'Cost saving' and was posted by Ada Smith about 19 hours ago. Comments from Kate Winslet and Heather Cooperfield are visible. A video thumbnail by Carina Taylor is also present. On the right, a sidebar shows a points balance of 435 (435 / 535 left this year) and an announcement for 'Security Training Due Aug 31' by David Jones, 8 months ago. The left sidebar lists various teams and departments for navigation.

Why We Think You'll Love Recognize



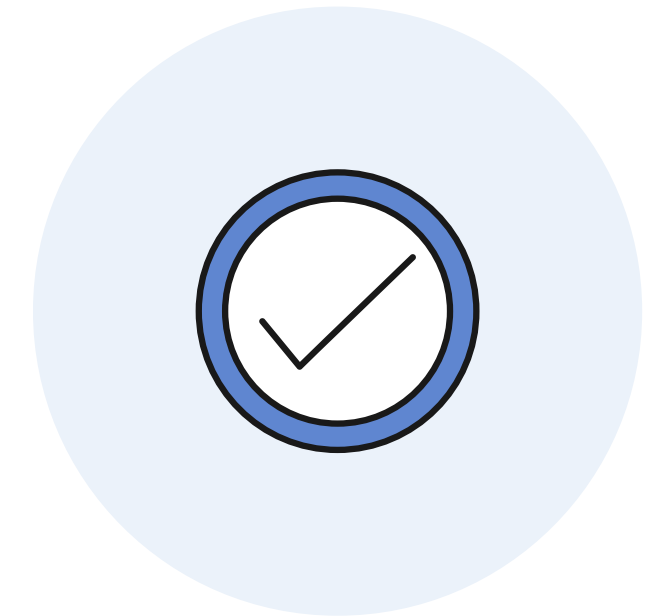
Easy to Use

With a simple user interface, employees will find it very easy to recognize their peers



Accessible

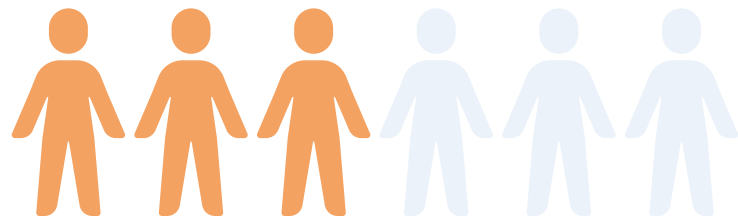
Recognize was built to be incorporated into the tools you're already using



Helps You Keep Track

Creates track record of successes for your direct reports that can be used in annual performance reviews

Recognition from Leadership



50% of employees believe appreciation from managers improved their relationship with their higher-ups

Source: [E. A. Dion](#)



52%

of employees want more recognition from their immediate manager

Source: Quantum Workplace & BambooHR

Recognition Best Practices

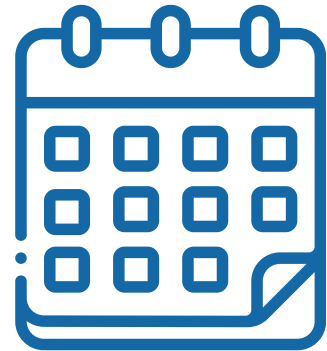


How often should employees be recognized?

According to a survey by Gallup, recognizing employees at least **once per week** is best to prevent burnout. This could be any form of recognition.

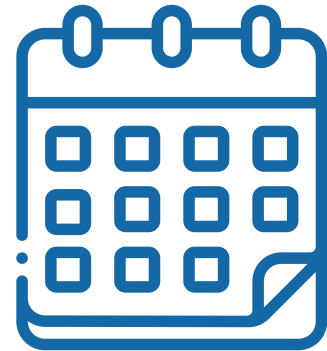
Additionally, with Recognize, setting a goal to like and comment on each recognition your direct reports send to each other will show your team you are paying attention to their achievements.

Goals: Daily, Weekly, Quarterly, Yearly



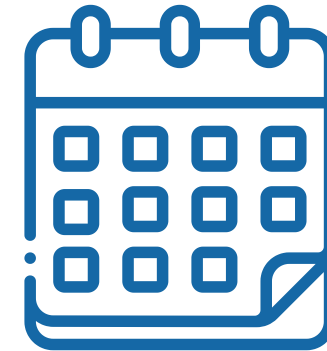
Daily

Set a calendar reminder to view the Stream page of Recognize and like and comment on recognitions your team has sent. Take this time to also send any recognition that is timely.



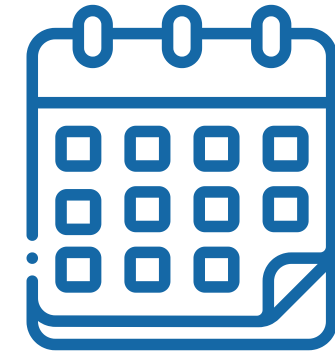
Weekly

Review what recognitions have been sent over the course of the week, and choose one or two to highlight at a weekly stand up meeting. Take some time to make sure all of your direct reports have received at least one piece of recognition for their contributions this week.



Quarterly

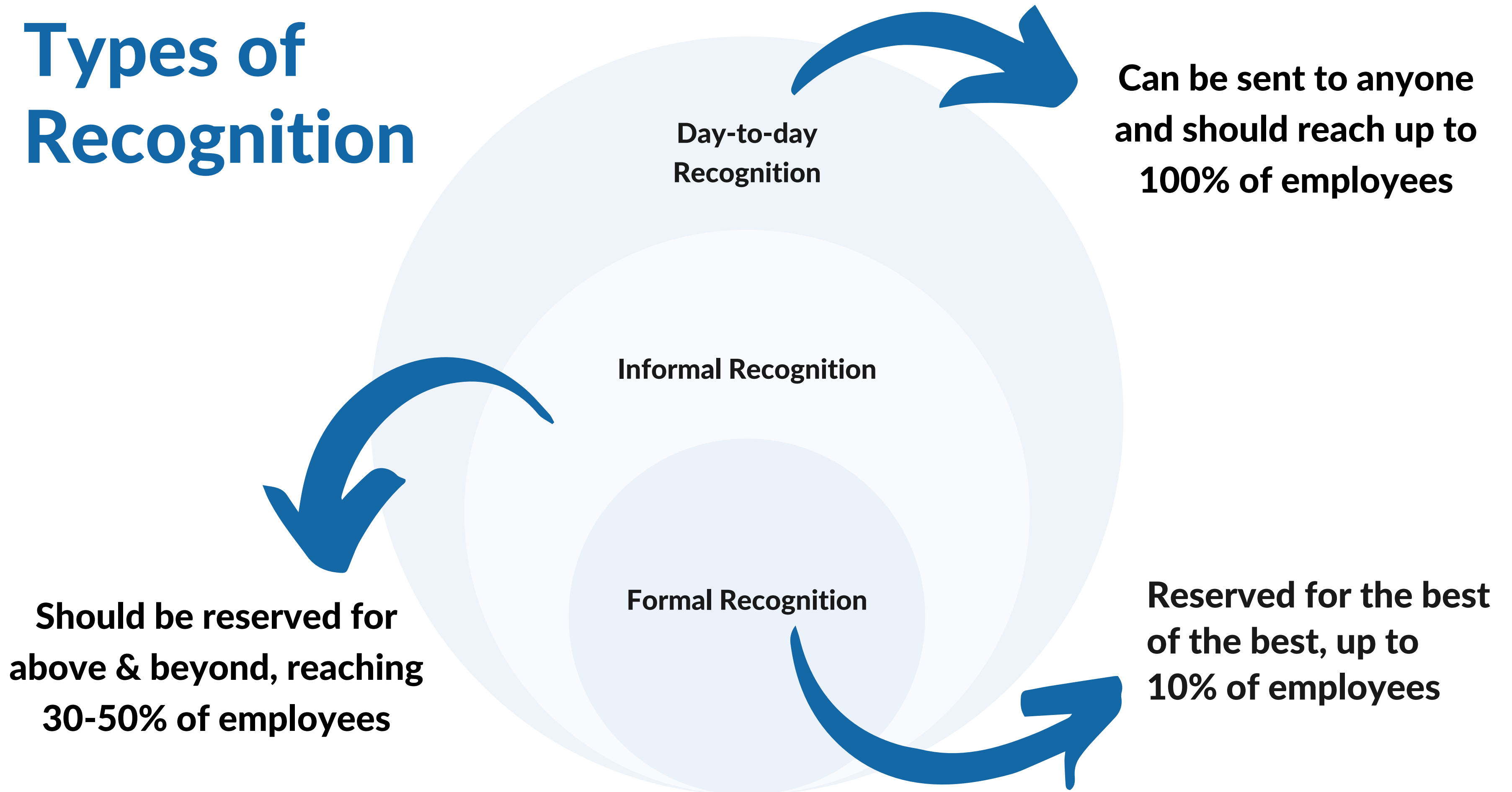
Pull a recognition report to see who has received the most recognitions, and who has sent the most recognitions on your team. Aim to highlight these employees at a quarterly function.



Yearly

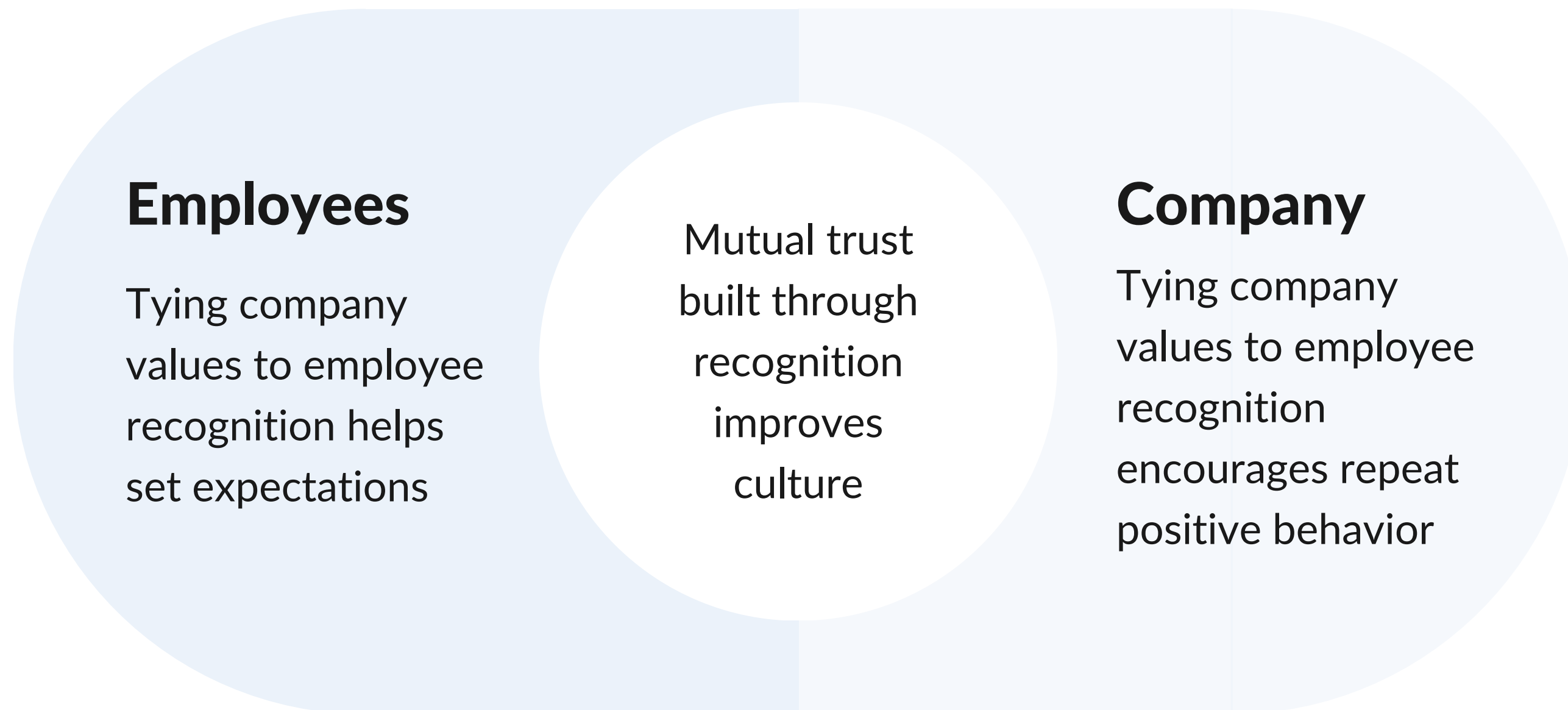
Use feedback from recognition to enhance your performance review cycle on a yearly basis. This can be a great opportunity to recap all of the great things an employee has accomplished in the past year and spotlight moments where they went above and beyond.

Types of Recognition

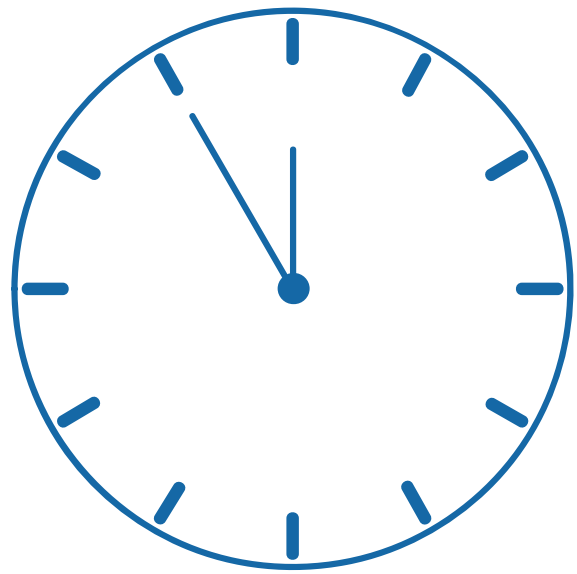


Recognizing Core Values

Think of recognition as a way to highlight what's most important



Elements of Meaningful Recognition



Timely

Now, not later

In order to remain relevant, recognition should be timely.



Specific

What & why

For best results, list what the action was, and why it was impactful.



Genuine

Sincerely authentic

Recognition should be heartfelt and customized to make it memorable.

Sending Your First Recognition

Tips:

Keep recognition **specific, genuine, concise, personal,** and **timely.**

- **Be specific:** Clearly share what the person did and how it positively impacted the team or organization.
- **Be genuine:** Write from the heart and avoid generic or cliché phrases.
- **Be concise:** Keep your message short and meaningful.
- **Be personal:** Tailor your message to the individual and your relationship with them.
- **Be timely:** Send recognition soon after the achievement so it has the greatest impact. ★

Explore [Recognition Message Examples](#)

The screenshot shows the 'Recognize' interface on the Redwood Services platform. The navigation bar at the top includes 'Stream', 'Recognize', 'Nominate', 'Challenges', 'Stats', 'Users', 'Badges', 'Fame', 'Rewards', and 'Surveys'. The main content area is titled 'Choose a badge' and 'Who do you want to recognize?'. It features a large circular button with a plus sign (callout 1), a search input field for recipients (callout 2), a 'Recipients' section with 'No recipients have been added.', a 'Message' text area with a rich text editor toolbar (callout 3), and a 'Tags (optional)' input field (callout 4). A 'Recognize' button is located at the bottom right (callout 5).

Exploring the Manager Portal



Manager Portal Highlights



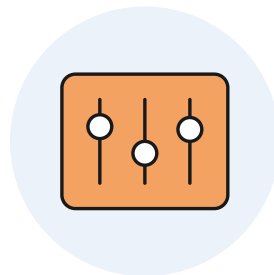
Dashboard Tab

View trends in team recognition over time.



Recognitions Tab

See details for direct report recognitions and pull reports.



Direct Reports Tab

Monitor team activity at a glance.



Redemptions Tab

Review, approve, or deny redemptions made by direct reports.



Anniversaries Tab

View upcoming team member anniversaries.



Documents Tab

Download exported reports



Challenges

Approve or deny challenges that have been completed by direct reports.

Viewing an Employee's Profile

★ As a leader, you can view an employee's profile directly from the Manager Portal. This makes it easy to see the recognition activity for your direct reports and stay informed about how they are being recognized.


[Click here to learn more on how to view an employee's profile from the Manager Portal.](#)

The screenshot displays the Redwood Services Manager Portal interface. At the top, a navigation bar includes icons for Stream, Recognize, Nominate, Challenges, Stats, Users, Badges, Fame, Rewards, and Surveys. The user's name, Brittany Espinoza, and a menu icon are visible in the top right corner. The main content area is titled "Your direct reports" and lists three employees: Jeffery Aleks (Active), Edith Montgomery (Invited from recognition), and Henry Br... (Invited from recognition). A yellow callout '1' points to the user's profile icon in the top right. A yellow callout '2' points to the "Manager Portal" option in the user's dropdown menu. A yellow callout '3' points to the "Direct Reports" option in the left sidebar. A yellow callout '4' points to the profile card for Jeffery Aleks. Below the direct reports, a detailed profile for Jeffery Aleks is shown, including his photo, name, start date (April 11, 2024), and a "Recognize Jeffery" button. The profile also displays "Top badges" (Respect: 2 times, Thank you!: 1 times) and "Recognitions" (14 Received, 7 Sent). A recognition card from Carina Taylor is visible at the bottom, stating: "You balance empathy with action, ensuring customers feel both heard and supported. That combination is a real strength."

Approving Recognitions


As a leader, you may have the ability to approve or deny recognitions. This is to ensure there is oversight of quality and frequency of recognitions being sent, as well as to help manage the budget.

[Click here to learn more on how to approve and deny recognitions.](#)






Approve recognition?

Please confirm recognition message and points.


Sender: Bob Martin
Recipients: Dani Olson and Angela Martin
Badge:  Customer Listener

Recognition Message:

B /    GIF

Great work!

Recognition Points:



Recognition Approved!

Recognition has been successfully approved.

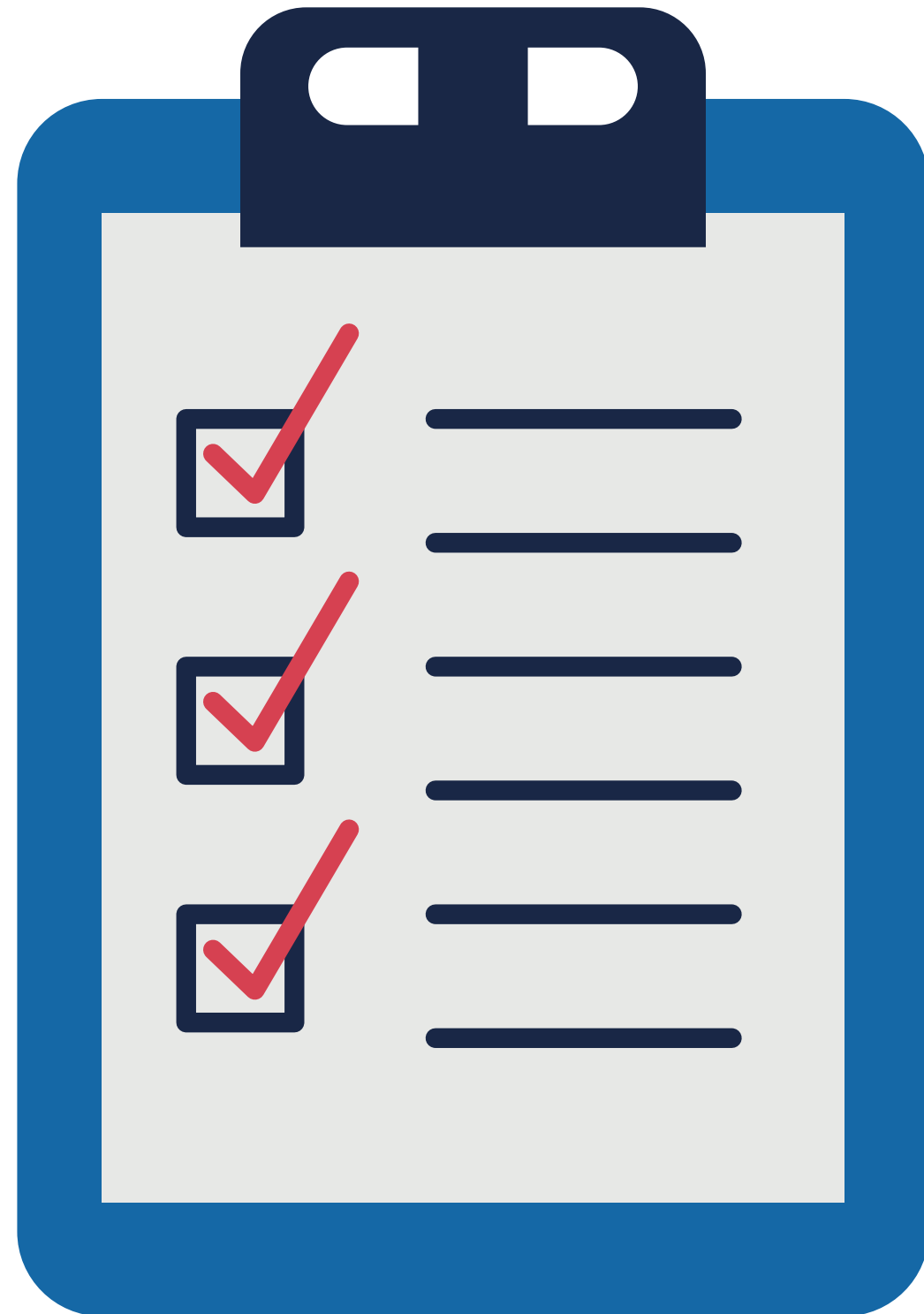
Approving & Denying Reward Redemptions



As a leader, you may have the ability to approve or deny Reward redemptions. This is to help mitigate Rewards budgeting and to have oversight of what is being fulfilled.

[Click here for an overview of approving & denying Rewards.](#)

Approving a Challenge



Challenges work like incentives. An employee is assigned a Challenge and reports when it has been completed. Once submitted, the Challenge is reviewed and either approved or denied. If approved, the employee may receive points as a reward for completing it.

[Click here to see what this looks like.](#)

Running Recognition Reports

Recognition reports can give you more insight on what good things have been happening with your team, and who is rising to the top!

[Click here to see what this looks like.](#)



Emails to Look Out For

There are several emails you may get from the Recognize platform as a people leader that you'll want to pay attention to, including approval emails, upcoming anniversary notifications, and a monthly recognition report for your team.

[For a full list of emails you may receive as a Manager, click here.](#)

Hi there
Initech, Inc.



User671 UserLastName671
redeemed A Company
Sweatshirt

Please approve this reward. Otherwise if you deny it, you may want to email the employee and tell them why.

See them to fulfill the reward. Thank you for being part of the recognition process!

Approve Or Deny

Notification Settings

Notifications are a great way to keep up with what's happening in Recognize with your teams - including when you have a team member with an upcoming anniversary or birthday. As a manager, you can set your notification preferences in your user profile within Recognize!

[Click here to see what this looks like.](#)

Notifications

- New recognition notification
 - New comment notification
 - Daily updates
 - Allow SMS notifications for recognitions to your phone.
 - Allow SMS notifications for redemptions to your phone.
 - Redemption auto approval notification
-
- Manager summary sent to admins
-
- Direct report summary
 - Direct report peer recognition notification
 - Direct report anniversary notification
 - Direct report birthday notification
-
- Unsubscribe from all

Checking your Badge Balance

All badges



Thumbs Up (1pts)

10 left today

For providing great service!



Trustworthy (15pts)

3 left today

We conduct ourselves with high ethics and integrity.



Customer Listener

16 left today

Paying attention to what customers say, thinking before speaking, and showing empathy. This recognition will go to the manager for approval.

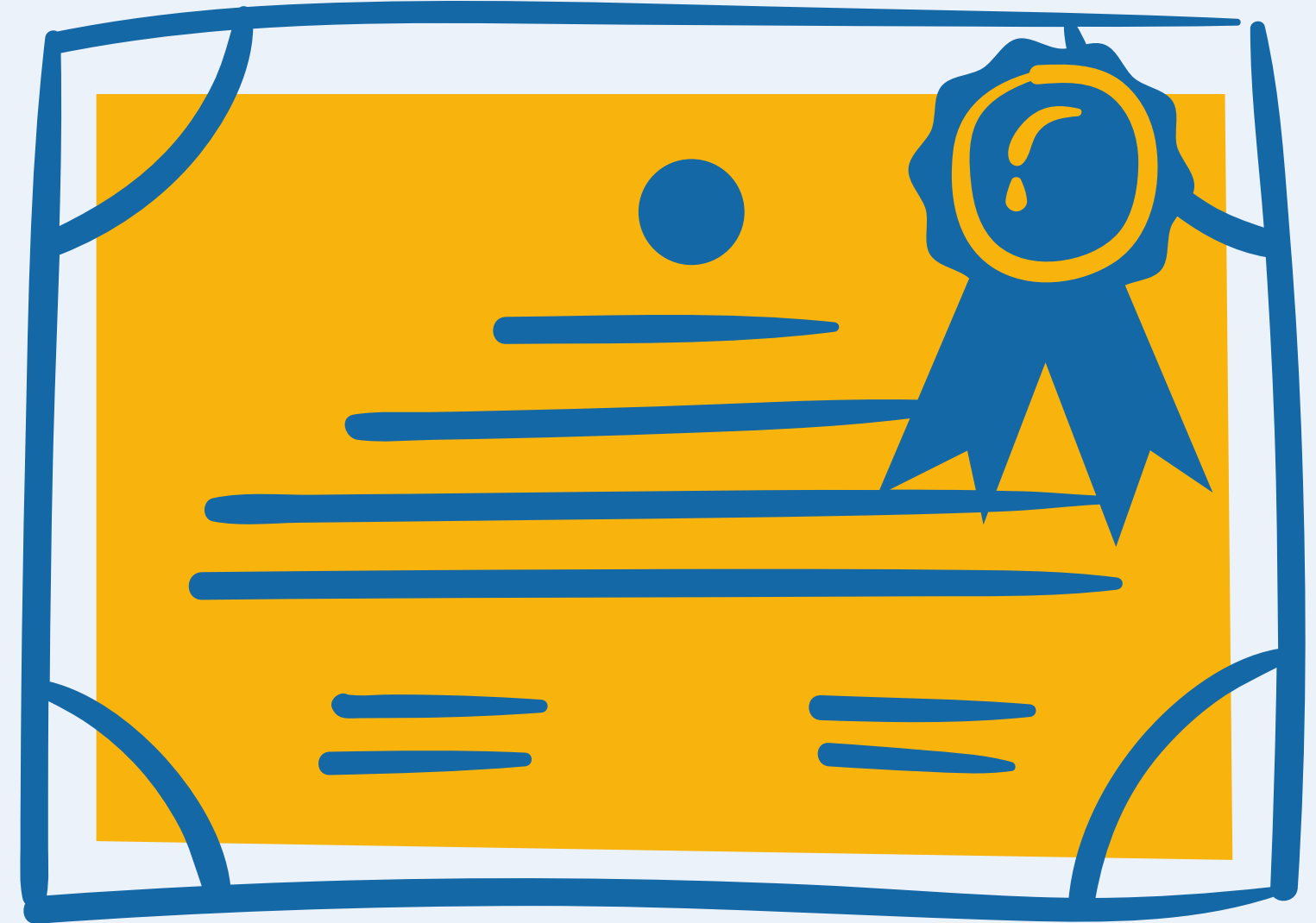
To help us stay within budget, the number of Badges that can be sent in a given time period may be limited. You'll be able to see the available remaining balance for each badge when you go to recognize someone!

[Click here to see what this looks like.](#)

Printing Award Certificates

For higher level recognition, you may want to use an award certificate that you can customize and present during team meetings or events, which you can download directly from Recognize!

[Here's how to access award certificates for recognition.](#)



Leading the Way with Recognition

Remember to...

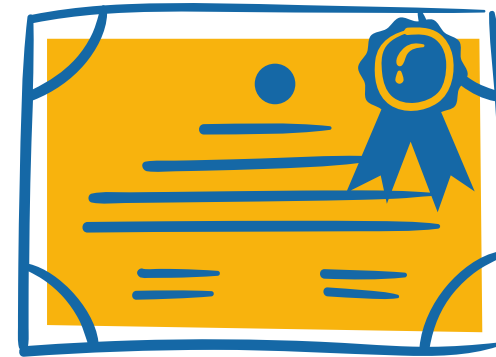
1



Recognize

Set time aside on your calendar daily to be intentional with recognizing someone for something impactful that they've done

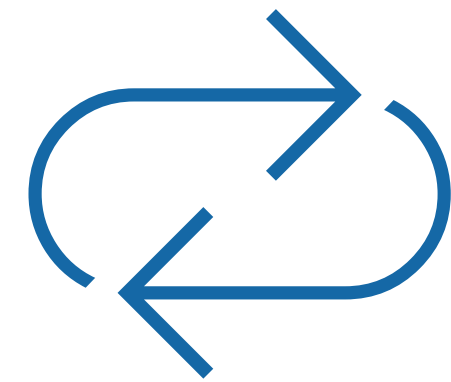
2



Celebrate

Create quarterly or annual awards for managers who consistently champion recognition, engagement, and team culture to celebrate leadership behaviors and reinforce the importance of

3



Repeat

Consistency is key! Be a role model with recognition. Your team will then see that recognizing others is part of your day-to-day and follow the lead

Getting Started with Recognize: Manager Training Webinar

Join our training webinar to learn the fundamentals and best practices for using Recognize to monitor and drive your organization's recognition program as a Manager.

This session is ideal for:

- ✓ Managers who are new to the Recognize platform
- ✓ Managers who would benefit from a quick refresher

[Register Now!](#)