

RECOGNIZE RESULTS

1

Appreciating great work focuses people on the work's impact and drives results. Gather your thoughts to honour individual or team performance and to inspire momentum in others.

Simple is good: write a brief welcome to all attendees and an introduction to the event saying you're gathered to honour an achievement and introduce the recipient(s).

2

Highlight the great work the guests of honour have accomplished to earn this moment in the spotlight. What did they do? Completed a project, improved a process, generated an innovative new idea?

Be specific and provide details on the great work done. If you recognize a team accomplishment, emphasize everyone's input.

3

Focus on the unique attributes that show how the guests of honour made all the difference. Think about what makes the team or individual stand out. What great work have they accomplished over time? How have they impacted our university?

Avoid generalities. Be personal and timely. Recognize specific, unique qualities, commitment, and contributions that have happened recently.

READY TO START?

Use this template to create a personalized script for your celebration event.

RECOGNIZE RESULTS

There are numerous informal ways or approaches to demonstrate to an employee or a team that their job has been appreciated. Plan it as part of your local meeting, Team Building day, or Town Hall. The best practices are meaningful, individualized, and timely.

Who is the guest of honour?

What achievement is being recognized?

Write a brief introduction and include a thank you to the invited guests.

You might want to start off with a fun historical or university-related fact or a quote. Check the [Get Started with Recognition](#) page for more ideas and inspiration.

Share the great work the guest of honour or the team have accomplished to earn this moment in the spotlight: e.g., an innovative idea, improved process, scientific breakthrough, or outstanding contribution to student experience.

Highlight some unique attributes that show how the guest of honour or the team made all the difference: e.g., entrepreneurial thinking, open dialogue and debate, sustainable approach, or effective communication.

Schedule the event and send speaker invitations.

Invite several speakers to talk to the great work accomplished by the guest of honour or the team. Choose both leaders and peers to add weight and meaning to the celebration. You might consider inviting your colleagues from different departments and teams if you collaborated on one project.

Speaker 1: _____

Outlines: A. _____

B. _____

Speaker 2: _____

Outlines: A. _____

B. _____

Speaker 3: _____

Outlines: A. _____

B. _____

Congratulations!

You are now ready to deliver a great presentation.