

Informal Recognition Ideas

Even when your budget doesn't allow for an expensive party or recognition award, managers and departments can recognize their employees with cost-effective and thoughtful expressions of appreciation. You are only limited by your creativity in what you can do to express your gratitude. When you show your employees that you appreciate their contributions, you foster a positive work environment. The effort you make to say thanks is far more important than the cost.

Here are a few ideas of what managers and team members can do to create and maintain a positive work culture:

- Incorporate celebratory time into your department meetings – acknowledge personal and professional milestones your employees have achieved
- Send hand-written thank you notes
- Send e-thank you cards
- Send kudo emails to employees who go above and beyond and copy the employee's supervisor
- Drop off candies or goodies on a colleague's desk
- Use erase and cork boards to post messages of thanks and congratulations
- Hang banners and print certificates of appreciation
- Create a department Wall of Fame
- Host an office breakfast or potluck
- Spring for lunch or breakfast for your colleagues
- Host a pizza day in the breakroom
- Go to the Dollar Store and purchase a handful of silly items and candy
- Invest in a non-engraved traveling trophy that can be given monthly or quarterly
- Host a casual dress day at the office

For additional ideas about how you can show your appreciation and gratitude to your colleagues, please contact Regina Brown at rbrown@floridapoly.edu