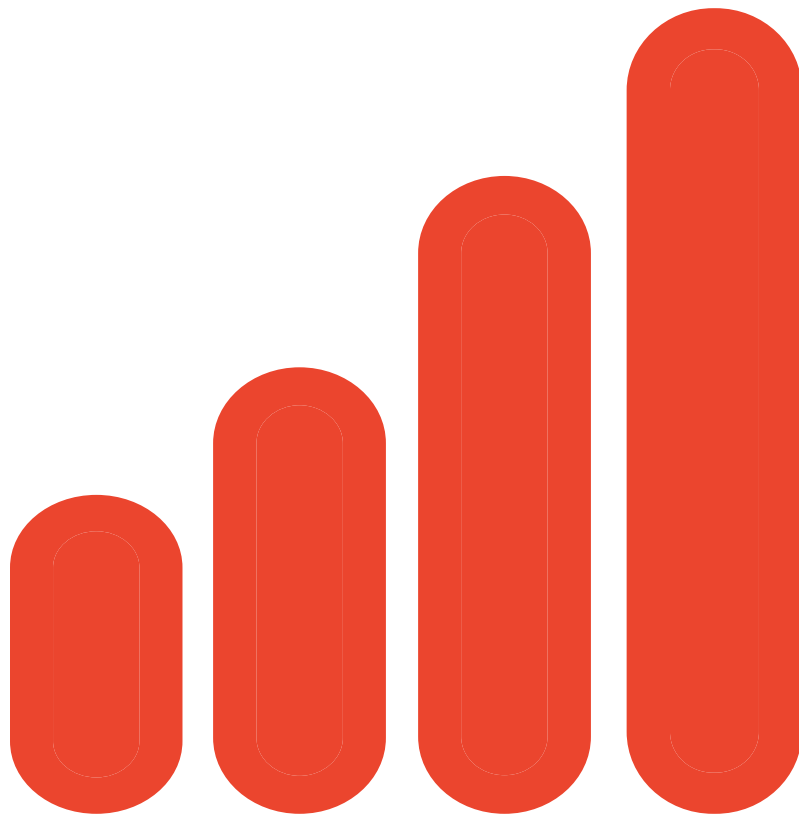


THE **AMPT** GUIDE TO BUILDING AN EMPLOYEE RECOGNITION PROGRAM



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IS THIS BOOK RIGHT FOR ME?

INTRODUCTION

Whether you work in an organization rich with recognizing your employees, or a start-up figuring out how employee recognition can help you this guide will be your go-to tool for all things recognition. Start below by figuring out where your organization stands and see key insights throughout the guide based upon your level. If you want even more insight into what type of recognition culture you have: TAKE THIS QUESTIONNAIRE to see where you stand with many of our trusted clients.

IS THIS BOOK RIGHT FOR ME?

BEGINNER



THIS SOURCE

Beginners in employee recognition usually have the most basics in place. These basics include notes or casual hallway meetings where individuals are being told “good job” or “way to go”. You might also have employees who naturally come up with ideas on how to engage the team but no formal process or structure is in place.

INTERMEDIATE



The intermediates in recognition have an idea about why recognition is an important part of their culture and have a strategy to back it up. From printed “Thank you cards” or weekly brief team meetings to celebrate the team’s success, these groups understand the power of recognition and make formal efforts to do so.

ADVANCED



This advanced group - those usually noted on “Best Places to work at” lists. Have engagement committees to help implement and execute their engagement and recognition strategies as well as tackle problems when they arise. Their recognition programs not only make it easy for employees to recognize teammates but to track the recognition activity and share it across the organization.

WE LOVE RECOGNITION

WHY AMPT WORKS?

AMPT is a social recognition platform that allows organizations to easily and effectively recognize employees in their moments of greatness.



THREE THINGS TO KNOW ABOUT AMPT

1

CONNECT

AMPT eliminates barriers and removes the office walls to give you an all inclusive way to recognize, share, and celebrate moments of greatness regardless of titles, locations, or departments

2

ENGAGE

Increasing engagement can be as simple as putting a name to a face. AMPT allows you to get to know your team, learn about their strengths, and use company core values to recognize accomplishments.

3

GROW

With AMPT, recognition and appreciation is simple and scalable. When an employee receives praise for their efforts, their job satisfaction increases, motivation improves, positive actions are reinforced, and expectations are met.

WHY RECOGNITION?

THE PROBLEM

Now, more than ever before, employees across all industries are suffering with lack of interest, focus and enjoyment of work and it having a real effect on the American workplace. Nearly 3 out of 4 employees are disengaged at work and it comes at a real price. In a 2015 Gallup study, the cost of disengaged employees at work is around 550 billion to U.S. companies in the form of lost productivity, inefficiencies, losses, and more. And that's not the only cost. There's also the growing tide of burnt out, unhappy and flat-out angry employees that not only lose your company or organization real dollars, but also create a culture of unhappiness that is hard to disrupt.

WHAT NEEDS TO BE DONE

Although there are many tools in the modern leader's toolbox to combat disengagement at work, none comes with as much ROI as employee recognition. While there is not one way to recognize your team, the benefits of doing so are becoming well documented. Here are some simple stats to show you why recognition works:



1.6x more likely to bounce back after sickness/leave



2x less likely to look for a new job

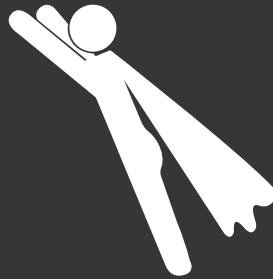


1.8x more likely to recommend others to their company.

**“ APPRECIATION IS
A WONDERFUL
THING: IT MAKES
WHAT IS EXCELLENT
IN OTHERS BELONG
TO US AS WELL ”**

- VOLTAIRE

3 THINGS THAT MUST BE IN PLACE BEFORE RECOGNITION WILL WORK



CORE VALUES

Why? Core Values are the cultural mile markers that connect your entire team and their actions to your mission statement and purpose as an organization. Teams that have well-defined core values, and a few key behaviors that drive those core values typically have a more engaged and informed workforce.



LEADERSHIP BUY IN

Your managers, supervisors, and leaders across your organization are the most important factor in most of your initiatives and when it comes to culture, engagement or your recognition strategy - this is even more true. Gallup studies show that managers account for up to 70% of the variance in employee engagement scores across differing business units. What does this mean? It means that as a first step to creating a successful recognition strategy should be to get your managers to buy-in to your strategy. How do you do that? 1) Be transparent (see below) to earn their trust. Getting managers to understand their input is valued is always important so simply start by telling them you're reevaluating your process. #2) Make sure they have a way to give their input into what works with their workgroups. They know their people the best and that's why enlisting a few ideas from them will pay off big in the end.



TRANSPARENCY & TRUST

Really this should be #1 and that's why we listed it last. The effectiveness for any new initiative or policy can usually be tracked back to how effective you are at communicating the process. The best way to communicate? Complete transparency. Yes, it's a struggle to decide where the line is on what you choose to divulge and what you don't, but this is critical to any new idea flourishing.

3 KEYS TO A GOOD RECOGNITION PROGRAM

Building a great employee recognition program from scratch is a lot easier than you think it is and that's why we created this easy-to-use guide. These three keys to a great recognition program should be the cornerstones you use to build out your entire strategy. We've listed these three as the baseline strategies for you to build off of as you go. These are based upon years of studying our users and the most effective ways they recognize their employees.

EASY ✓

The best recognition programs are so easy, everyone can do it. But that doesn't mean you've stayed at a Holiday Inn last night as much as it means that your strategy cuts away the clutter and gets to the most important parts of recognition: the recognition itself. Your recognition strategy should value simplicity over almost everything else because it ensures that, above all, you value the act of recognizing your team the most of all. How can you make this easy? Start by focusing on making it available to every person at every level of your company. Making it easy means that there are no barriers or silos to recognize from. Making it easy also means the tools to recognize are available all the time. If you only allowed your team to recognize each other once a month at a team dinner then the best moments will be forgotten. A key to making recognizing easy is to make sure it's always able to happen in the moment.

MEANINGFUL



Recognizing employees for their moments of greatness is about humans and their emotions. Each time someone is told their contributions have positively affected a customer, patient, partner or fellow employee- there are human emotions at play and you can use these to better your culture and improve core business functions. That's why making recognition meaningful is important for the success of your strategy. Luckily, there's one easy way you can ensure each moment is valuable for the person as well as your organization: require that your employees include your core values each time they recognize another. Why? For one, it takes your core values off the wall and puts them into play. When you recognize someone for their contributions at work and include at least one core value, you're ensuring that those involved understand exactly how their efforts affect the company at large.

Advanced tip - Include a list of behaviors under each core value and have recognizers include at least one core value and corresponding behavior. This ensures that these behaviors will be tied to the core value, thereby ensuring they'll mean more.

SOCIAL



Every single employee, at some time or another, has proudly displayed a plaque or award at their desk. Why do they do that? Because they're proud of their efforts and want to show them to their teammates. It's really that simple. That's why this simple notion is vital to your recognition strategy as well. Keeping these amazing stories or moments to only those involved limits their impact and you don't want to do that. Here are a few ways to make sure you'll get your entire team rallying around these moments divided up by beginner, intermediate, and advanced levels:

Beginner - Have a meeting coming up (our guess is that you probably do)? There is no better time to dedicate 10 minutes to celebrate successes than in meetings. Start off your meeting by celebrating a few key contributions of attending employees and have whomever organized the meeting begin by recognizing someone of their choosing. See our helpful

Intermediate - Use a company newsletter or monthly team email to celebrate successes. A key to making this stick: Include all the details including: Who recognized who, when it was submitted, and what core value was exemplified. Don't be stingy either, include all the most recent moments on the newsletter. It's a big deal to those involved.

Advanced - Using a simple software like Google Forms allows for everyone to not only recognize their team any time they want but also allows for teams to see all the most recent moments of recognition. Check out the "Tools to help" section for a guide on how-to set up a Google recognition form.

TOOLS TO HELP



STEPS TO START

At AMPT, we believe that every employee deserves to be recognized for their moments of greatness. That's why we've designed this guide and included tools so you can easily take the ideas presented and put them into action!

Here are easy to use tools that you can try with no catch at all.

MEETING ORGANIZER

How many times have you been to a meeting where you questioned why you were even in it? Or why the meeting was even scheduled in the first place? Take back your meetings by using them for more than just “alignment” and “coordination”. Start using them to get your team behind a new project or event by engaging them.

Our easy to use meeting template includes prearranged times to recognize each employee attending and much more to make your next meeting even more useful.



THE BEST MEETING EVER

[Meeting Title]

[Click to select date]

[Start Time] – [End Time]

GOAL OF MEETING:

[Start Time] – [End Time]

RECOGNITIONS

WHO: [PERSON] | SUCCESS:

WHO: [PERSON] | SUCCESS:

WHO: [PERSON] | SUCCESS:

[Start Time] – [End Time]

THE NUMBER 1 THING WE NEED TO FIX IS

[Topic]

[Solution]

[Start Time] – [End Time]

WHAT DO WE NEED MORE TRAINING ON?

[Topic]

[Topic]

[Topic]

[Start Time] – [End Time]

WHAT IS COMING UP

[Event/Project] [Deadline] [Help needed]

[Event/Project] [Deadline] [Help needed]

[Event/Project] [Deadline] [Help needed]

Action Plan:

[Never walk away without concrete next steps to fix problems]

Additional Instructions:

[Use this section for additional instructions, comments, or directions.]

FOR MORE RESOURCES CHECK OUT [AMPTNOW.COM](https://amptnow.com)

EMPLOYEE RECOGNITION GOOGLE FORM

We've created this simple Google form to make sure you're able to recognize anyone on the spot and keep track of who has been recognized. It's easy to use and best of all - it's yours to keep with no strings attached.

Getting started with this google form is simple. First you'll want to make sure you have a Google Apps or GMAIL account. This will allow for you to easily copy this form and keep one for yourself that way you have access to all those who have submitted recognition. Second: Once you've copied and customized the form to suit your recognition strategy, you can easily share the link by hitting the 'SEND' button in the top-right part of the screen. From there Google gives you a link to place in emails, on your intranet, or newsletters. Wherever your people might think to recognize someone- you'll want this link right there



[CLICK HERE](#)