

EXAMPLES OF SPOT REWARDS

Introduction

There has been significant research done over the years about the benefits and downsides of providing rewards to staff. At the end of the day, you need to do what's right for your business environment and clearly understand what impact introducing rewards will have on your business. Don't just introduce rewards because you think it's a nice thing to do, consider linking them to achievable results or extraordinary performance or behaviours.

Perhaps think of your rewards programme as a way to "appreciate" your staff – we all know that everyone loves to be appreciated! Recognition and reward doesn't always have to be financial – a sincere thank you goes a long way. Reward behaviours that you want repeated.

If you do wish to practice rewarding and recognising your staff better, have a look through our list of ideas and see what works for you. If you'd like assistance implementing a rewards programme call 0800 EVEREST.

Informal Rewards

These are the informal, spontaneous rewards and forms of recognition that can be implemented with minimal planning and effort by almost any manager. Such as:

- Managers personally congratulating employees who do a good job
- Manager writing personal notes about good performance
- Managers publicly recognising employees for good performance (be careful with this one as some people hate public praise!)
- Staff nominating other people within the workplace for great work - "pat on the back award"
- Celebrating birthdays with personalised cards handwritten by the boss
- When payslips are sent to staff, handwritten notes about good performance can go down a treat
- Write a thank you on a post it note and stick it on a person's desk
- Days off, magazine subscriptions, health subscriptions etc can all be low cost forms of appreciating staff for their extra effort
- Buy lunch for a great employee and take three of their co-workers out with you
- Find out the person's hobby and give an appropriate gift
- Email acknowledgement
- Team dinner, team outings
- Tickets to events
- Contribution to the person's favourite charity
- Training opportunity of the person's choice
- Round of golf
- Massage, facial or manicure voucher
- Acknowledgement of the partner at home who has been supportive while your employee has worked long hours

Awards for Specific Achievements and Activities

These are the rewards that have been tailored to specific achievement or behaviours. Most of these rewards recognise employee achievements that are desired in your company such as cost saving suggestions, exceptional customer services or the attainment of sales goals. Some suggestions include:

- Outstanding Employee Awards
- Productivity/Production Quality Awards
- Employee Suggestion Awards
- Customer Service Awards
- Sales Goal Awards
- Group/Team Awards
- Attendance and Safety Awards
- Greenie Awards (environmental)

Formal Rewards

These types of programme are useful for formally acknowledging significant accomplishments, especially as they span a long period. Formal rewards can also lend credibility to more spontaneous, informal rewards used daily by managers in a company.

- Contests (a reward couched in contest of some form). For example, promote a programme you wish to implement and describe its purpose. Set realistic, achievable and measurable goals. Limit the contest to a short period of time. Keep the contest rules uncomplicated. Ensure prizes are desirable to staff. Link rewards directly to performance. Give rewards and recognition promptly.
- Field trips/special events/travel
- Education/personal growth/self development
- Advancement/responsibility/visibility
- Shareholding in the company
- Employee/Company anniversaries
- Charity/Social Responsibility