

# COLUMBIA COLLEGE

## Recognition of Others

### Introduction

We all tend to appreciate receiving recognition from others. The following points are intended to provide a brief outline of the many ways each of us can informally recognize and celebrate the people we work with every day.

It goes on to introduce the many ways we, as an organization, can formally recognize the performance outcomes of a group or department at specific times during the year. For example, the college would like to expand the list of formal recognition awards from the “Years of Service” awards, awards related to outstanding achievements in enrolment goals, completion rates, employment rates, and other outstanding objective measures of accomplishment.

### When should individuals be recognized?

Informal Recognition may be provided at any time by another member of the College. This includes peers, supervisors, management, President, and/or Board Members.

Informal recognition may include such behaviours as:

- Greeting others at the beginning or end of the day
- Complimenting others
- Celebrating others accomplishments
- Praising others

Informal recognition may also include such behaviours:

- A card
- An email, Facebook or other social media
- A small gift
- A certificate, plaque, statue
- Writing a message on a board
- Hanging a banner and/or streamers
- Praising an individual at a meeting or event
- Taking someone out for a meal
- Sharing what special qualities an individual displays

Formal and Informal Recognition may take place at a:

- Team meeting
- Special meeting
- Special event
- In a public or private setting

Formal and Informal Recognition may be to celebrate:

- Marriage and/or birth of a new baby
- A birthday or anniversary
- Loss of a family member
- A milestone such as years of service
- An achievement such as completing an educational program
- A major or outstanding accomplishment
- Completion of a project
- Formal team outcome such as:
  - Meeting or exceeding a Key Performance Indicator
  - An enrolment goal
  - Graduate goal
  - Employment goal
  - National exam results

### Key Component of Recognition

Recognition should include such things as:

- |   |  |
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| Timing  | - As close as possible to when an outcome is reached or an event occurred.         |
| Personal Nature                                   | - Share what is truly appreciated.   |
| Details   | - Provide specific details regarding what is being recognized                      |
| Personal Approach                                 | - Provide recognition in person. If this is not possible then in writing (or both) |
| Keep it Positive                                  | - Provide only positive recognition. Don't mix with their shortcomings.            |
| Recognize Achievements or Outcomes that Stand Out | - Recognize what stands out as above and beyond what is normally expected          |

### Timing of Recognition

- Informal Recognition can occur at any time throughout the year
- Formal Recognition will normally occur on predetermined dates such as:
  - The end of an enrolment campaign
  - The end of a program
  - The end of a year