



The Power of Recognition

Part 1: The Anatomy of an Impact

Think back to the best recognition you have ever received (the one you mentioned during the video reflection).

- 1. What was the specific moment?**

- 2. How was it delivered?** (e.g., card, public shout-out, private conversation, email)

- 3. Why did it stick with you?** (Was it the timing? The person who gave it? The fact that they noticed a small detail?)

Part 2: Your "Bucket" Preferences

Recognition is only effective if it is personal. Look through these options and circle the top 3 ways you personally prefer to be recognized. This helps you understand your own "recognition language."

The "Quiet & Professional" Category

- The "CC" Email: A brief email to you from your boss, with their supervisor copied in to ensure your hard work is seen "up the chain."
- The Desk Note: A simple Post-it note left on your computer monitor or keyboard while you're away.
- The 1-on-1 Appreciation: A dedicated 5 minutes during a regular meeting where your boss looks you in the eye and tells you exactly why they value you.
- The Formal Letter: A signed, printed letter on college letterhead that you can keep in your professional portfolio.

The "Public & Social" Category

- The Meeting "Shout-Out": Being mentioned by name during a staff or department meeting.
- Social Media/Newsletter Feature: Being highlighted in the college's internal newsletter or on the official Facebook/LinkedIn page.
- The "All-College" Stage: Receiving a plaque or certificate during a formal ceremony (e.g., All-College Day).
- Peer-to-Peer Recognition: Receiving a "drop" or a shout-out from a colleague, rather than a supervisor.

The "Tangible & Time" Category

- The "Token of Thanks": A small gift related to your interests (e.g., a \$5 coffee card, a specific plant for your office, or your favorite candy).
- The "Traveling Trophy": A fun or quirky item (like a painted rock or an old trophy) that stays on your desk for a week before you pass it to the next person.
- The Gift of Time: Being told to "leave an hour early on Friday" or "take a long lunch" as a thank you for a high-stress week.
- The Professional Investment: Being selected for a specialized training, a leadership program, or a conference because your boss trusts your potential.

The "Autonomy" Category

- Increased Trust: Being given the "lead" on a new project without micromanagement as a sign that your skills are respected.
- Input in Decisions: Being asked for your expert opinion on a high-level department decision.

Part 2: Their "Bucket" Preferences

Look at the top 3 items you circled for yourself. Now, think of your team who have very different personalities than yours. Based on what you know about them, which recognition styles do you think would make them

feel most valued? Go back through the list and put their initials by the recognition types you want to try with them.

Part 3: Building a Culture of Observation

To be Specific and Authentic, you have to be looking for excellence. In our college culture, what specific behaviors do you want to start "catching" in your team? Think back to the values you identified in the last lesson. Here are some examples.

- **Student Support:** (e.g., *Navigating a difficult registration for a student*)
- **Collaboration:** (e.g., *Helping a colleague from a different department*)
- **Innovation:** (e.g., *Finding a more efficient way to handle a task*)

Now write down your values and the behaviors you will look to recognize.

- **Value 1** _____: *Behaviors to recognize*
- **Value 2** _____: *Behaviors to recognize*
- **Value 3** _____: *Behaviors to recognize*

Part 4: The 7-Day Recognition Challenge

Using the 4 Keys (**Timely, Specific, Personal, Authentic**), plan one "Bucket Drop" for each of your team members to be delivered in the next week.

| Team Member Name | What I Observed (Be Specific) | Delivery Method (Personal to them) |
|------------------|---|------------------------------------|
| Example: Sarah | Handled the late-night tech issue calmly. | Post-it note on her monitor. |
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Part 5: The "Ask"

Next time you have a 1-on-1 with a team member, write down their answer to this question:

"When you do great work, how do you prefer to be recognized?"
(Note: Keep a "cheat sheet" of these answers in your desk or planner.)

Final Thought

The way you treat your employees is the way they will treat your students.