

Recognition and Motivation

In all walks of life, people want to be recognized for the work they do. Especially when working in a pair or committee, you want to recognize other's contributions. However, not everybody will want to or needs to be recognized the same way. A public thank you could be great for somebody but very embarrassing for the next. Usually in small groups of 6-10, you can acknowledge other's contributions since the group tends to be more intimate.

Many recognition theories are based on Maslow's Hierarchy of needs. In the foundational level, people want their basic needs met such as food, water, sleep, etc. In the second level, people are looking for security of property, life, family, jobs, etc. The social needs tend to center around love, family, and belonging. For people to meet their esteem needs they must give and receive respect along with achievement and confidence. In the self-actualization level, people are proficient in problem solving, having a handle on life, creativity, and a lack of prejudices.

The current theory is that you want to reward followers at the level in which they need help. If their basic needs are not met, giving them more responsibilities (self-actualization by increasing confidence) will just stress them out more.



[Http://www.learnmanagement2.com](http://www.learnmanagement2.com)

You can demonstrate respect with simple, yet powerful actions. These ideas will help you avoid needless, insensitive, unmeant disrespect, too.

- Treat people with courtesy, politeness, and kindness.
- Encourage coworkers to express opinions and ideas.
- Listen to what others have to say before expressing your viewpoint. Never speak over, butt in, or cut off another person.
- Use people's ideas to change or improve work. Let employees know you used their idea, or, better yet, encourage the person with the idea to implement the idea.
- Never insult people, name call, disparage, or put down people or their ideas.
- Do not nit-pick, constantly criticize over little things, belittle, judge, demean, or patronize. A series of seemingly trivial actions, added up over time, constitutes bullying.
- Treat people the same no matter their race, religion, gender, size, age, sexual orientation, or country of origin. Implement policies and procedures consistently so people feel that they are treated fairly and equally. Treating people differently can constitute harassment or a hostile work environment.
- Include all coworkers in meetings, discussions, training, and events. While not every person can participate in every activity, do not marginalize, exclude or leave any one person out. Provide an equal opportunity for employees to participate in committees, task forces, or continuous improvement teams. Solicit volunteers and try to involve every volunteer.

- Praise much more frequently than you criticize. Encourage praise and recognition from employee to employee as well as from the supervisor.
- The golden rule does apply at work.

There are many other ways to demonstrate respect at work. These ten constitute a solid foundation. Implemented consistently at work, these respectful actions help ensure a respectful, considerate, professional work place.

You can tell your colleagues, coworkers, and employees how much you value them and their contribution any day of the year. No occasion is necessary. In fact, small surprises and tokens of your appreciation spread throughout the year help the people in your work life feel valued all year long.



Here are ten ways to show your appreciation to employees and coworkers.

1. Praise something your coworker has done well. Identify the specific actions that you found admirable.
2. Say "thank you." Show your appreciation for their hard work and contributions. And, don't forget to say "please" often as well. Social niceties do belong at work. A more gracious, polite workplace is appreciated by all.
3. Ask your coworkers about their family, their hobby, their weekend, or a special event they attended. Your genuine interest, as opposed to being nosy, causes people to feel valued and cared about.
4. Offer staff members flexible scheduling for the holidays, if feasible. If work coverage is critical, post a calendar so people can balance their time off with that of their coworkers.
5. Know your coworker's interests well enough to present a small gift occasionally. An appreciated gift, and the gesture of providing it, will light up your coworker's day.
6. If you can afford to, give staff money. End of the year bonuses, attendance bonuses, quarterly bonuses, and gift certificates say "thank you" quite nicely.
7. Almost everyone appreciates food. Take coworkers or staff to lunch for a birthday, a special occasion, or for no reason at all. Let your guest pick the restaurant.
8. Create a fun tradition for a seasonal holiday. You could have people draw names for their Secret Santa gift exchange. You can also look up how to do a White Elephant Christmas gift exchange.
9. Bring in bagels, doughnuts, or another treat for staff and coworkers. Offerings such as cookies or cupcakes, that you've baked personally, are a huge hit. (Have you tried baking cupcakes in ice cream cones? People love them.) Another hit? Bring chocolate - chocolate anything.
10. Last, but not least, provide opportunity. People want chances for training and cross training. They want to participate on a special committee where their talents are noticed. They like to attend professional association meetings and represent your organization at civic and philanthropic events.

Stretch your imagination. There are hundreds of other employee and coworker appreciation ideas just waiting to be found. They'll bring you success in employee motivation, employee recognition, and in building a positive, productive workplace.