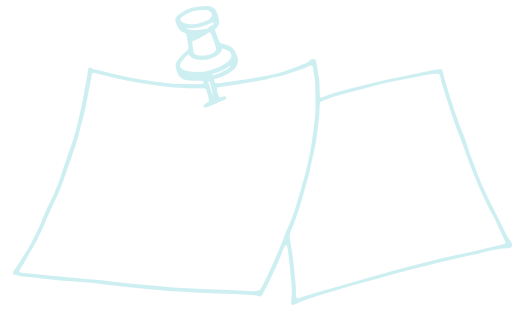




A Responsibility Chart for Your Recognition Needs



Accountability



A lot goes into recognition and effectively running a recognition program. There are many different responsibilities that should be divvied up between top leaders, management, and staff. We've put together this chart that can help your organization stay accountable.

Here's how to use it:

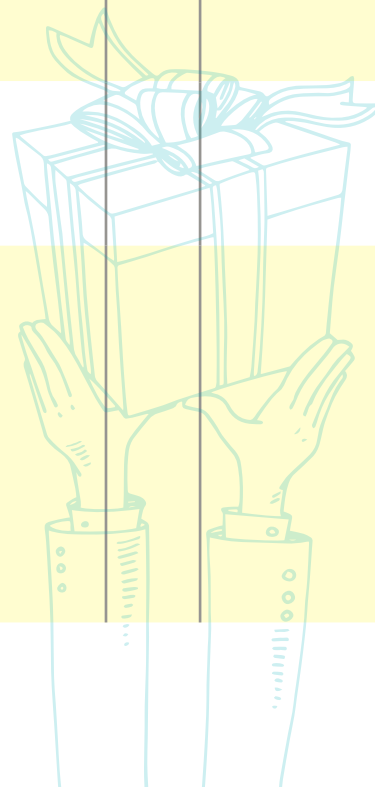
1. Review the list of responsibilities.

2. Identify if this responsibility is currently covered. If so, include the person performing it.

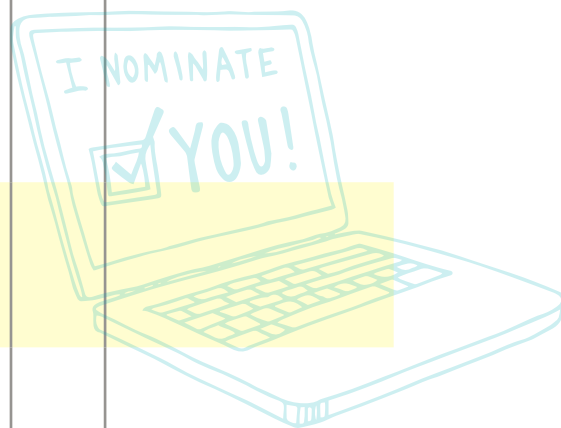
3. If not, should this be performed, and by who?

4. Once complete, consider any additional responsibilities needed that are not listed.

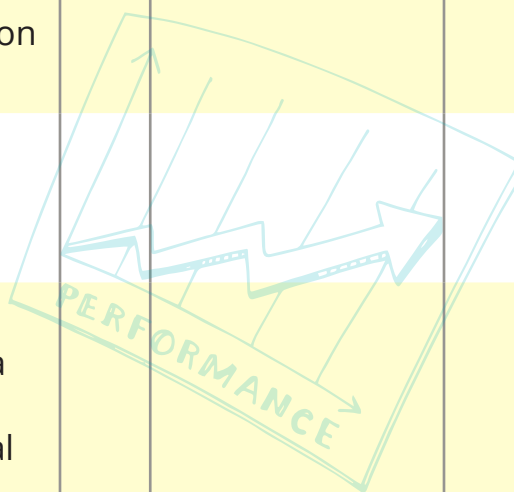
<i>Responsibilities</i>	<i>Yes</i>	<i>Person performing</i>	<i>No</i>	<i>Should it be performed and by who?</i>
Work with the organization to design a holistic strategy for recognition that aligns with the organization's vision and goals				
Define recognition program goals and objectives, plus a means for tracking them				
Develop and administer recognition budgets				
Establish the structure of the recognition program, including membership, employment, and administrative support				
Design incentive programs (if appropriate) in which rewards are given for meeting goals within a specific time period				
Negotiate programs with work councils or labor unions (if appropriate)				
Document recognition program policies, procedures, nomination/selection criteria, award selection, procedure for tax or income purposes, event-planning guidelines, metrics, tracking, etc.				



Responsibilities	Yes	Person performing	No	Should it be performed and by who?
Design elements of the program to implement the strategy				
Develop and manage a plan for executing the recognition strategy				
Maintain a centralized process for procuring recognition resources and rewards				
Vet, select, negotiate with, and manage recognition service providers				
Coordinate with your technology department or a service provider				
Design a repeatable process for continuously improving the recognition program				
Determine the right resources for developing and administering both employee and customer surveys				
Train and coach senior people leaders on how they can support and advocate for the recognition program				



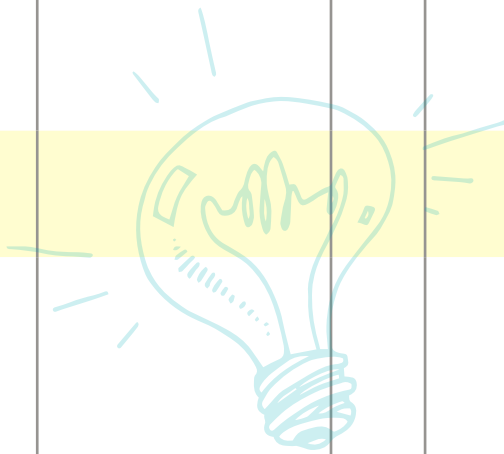
<i>Responsibilities</i>	<i>Yes</i>	<i>Person performing</i>	<i>No</i>	<i>Should it be performed and by who?</i>
Create presentations and present progress and results to senior leaders and management				
Analyze and report data, then use the results to improve the recognition program				
Review the program's life cycle to make a decision on program continuation				
Periodically facilitate audits of the recognition program				
Work with the organization to develop a process and assign responsibility for informal and formal celebrations and award ceremonies as part of the overall recognition strategy				
Determine and present a budget for celebrations and events; administer budget if needed				
Work with senior leaders to allocate funding and staff to plan and execute celebrations and events				



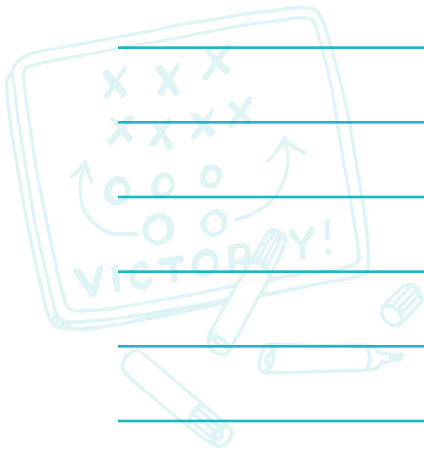
<i>Responsibilities</i>	<i>Yes</i>	<i>Person performing</i>	<i>No</i>	<i>Should it be performed and by who?</i>
Develop and communicate guidelines for informal celebrations				
Facilitate the sharing of ideas for celebrations				
Schedule, plan, and carry out events and celebrations as needed				
Document celebrations and events; recommend a way to enhance the overall effectiveness of the recognition program based on the documentation				
Evaluate and report to senior leaders on all aspects of the event such as process, effectiveness, and employee satisfaction				
Establish a strategic plan for communication including goals, processes, events or celebrations				
Compose and circulate messages with a variety of communication tools to reach all audiences				
Periodically measure the effectiveness of the communication plan; modify the plan as needed				



<i>Responsibilities</i>	<i>Yes</i>	<i>Person performing</i>	<i>No</i>	<i>Should it be performed and by who?</i>
Encourage and gather employee feedback and make improvements as needed				
Identify shifting organizational needs and alter the recognition program as needed				
Provide training as part of your recognition strategy				
Serve as a recognition subject matter expert and work with internal and/or external training functions				
Identify training needs based on roles, required skills, and expectations				
Develop training and/or identify a provider				
Perform administrative duties (communication, enrollment, tracking, etc)				
Evaluate training effectiveness				
Maintain alignment to company goals				
Others?				



Notes



What's Next?

We help organizations create a program with a holistic approach to recognition. And we have plenty of resources for keeping leaders and employees accountable.

We love enabling organizations to shine a light on all the moments that matter. Let's partner together!



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