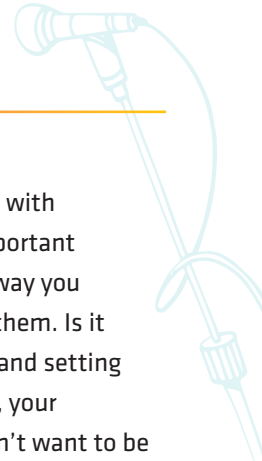




Present Like a Pro:

A Practical Guide to Giving Awards





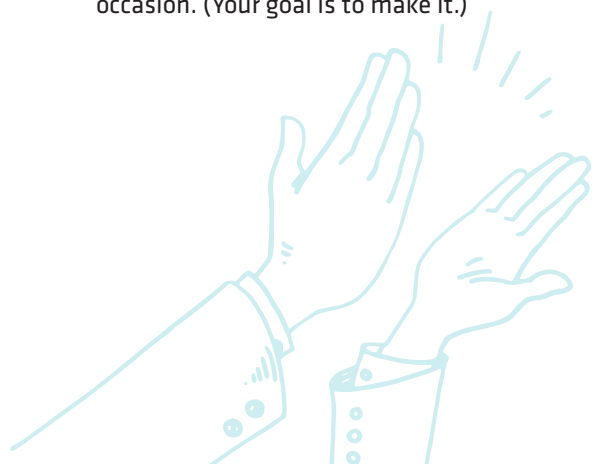
As a leader, building relationships with your team is one of your most important responsibilities. Think about the way you communicate and interface with them. Is it all just handing out assignments and setting deadlines? We hope not! After all, your employees aren't robots. They don't want to be controlled or programmed; they want to feel like they have a voice in the conversation. That there even IS a conversation.

Giving recognition creates that exchange between managers and employees—and provides the face time and interpersonal interactions that employees crave. And, it brings humanity into the picture. It says: *you're important, you're worth my time, you're not just another number.*

WHAT DOES RECOGNITION LOOK LIKE?

It depends. Sometimes a verbal thank-you or a high five is all that is needed. From there it can escalate to an eCard or handwritten note or a small appreciation gift. Trust your gut and go with what feels proportionate to the activity or behavior you're recognizing.

Then there are awards. Awards are special. They mean something more noteworthy happened on your team, like an anniversary, a big win, or outstanding performance. But the awards themselves are just part of the story. How you present them will make or break the occasion. (Your goal is to make it.)



HOW TO GET IT RIGHT?

Part of getting it right is understanding the weight of the moment. Overdoing it can be awkward; underdoing it can be disappointing. Determining if your award presentation should be formal or informal should be your first step.

Informal award presentations are usually given for service anniversaries, points programs, and short-term contests and initiatives. They can be given to individuals or groups in a casual setting on-site or even in the employees' workspaces.

Formal award presentations typically happen at year's end or on a specified date. Think: yearly awards, retirements, and, in certain instances, milestone anniversaries. They are more likely to be presented at a company party or in a ceremony-type setting.

Once you know the format, then what?

Get to know your team!

It's important to know the awardees' preferences.

Before recognizing any individuals or groups, download and distribute this form to your team.

[ABOUT YOU FORM](#) >



GIVING INFORMAL AWARDS

Let's start with informal awards. They're simpler, but you still need to prepare.

- 1 Identify who you are recognizing:
 - An individual or a group
 - For the same or different reasons
- 2 Decide if you want to recognize in a public (cafeteria or auditorium) or private setting (in the work area). Use the responses gathered from the 'About You Form' to determine awardees' preferences.
- 3 Make sure all of your presentation materials are in order.
- 4 Write down some notes:
 - Who is being recognized & why
 - How it positively impacts the organization
 - A reminder to say "thank you" at the end
- 5 Gather your presentation materials.
- 6 Present in person, using your notes as a guide.

Note: The presentation can be done by visiting the recipient's workspace, or by introducing them at a company meeting.



GIVING FORMAL AWARDS

If you decide you want a formal presentation, you have a bit more to do, but it will be absolutely worth it. Because your task is more involved, we've broken it down into two parts.

Download and fill out this guide we created for you.

[AWARD PRESENTATION GUIDE >](#)

PART ONE - THE PLANNING

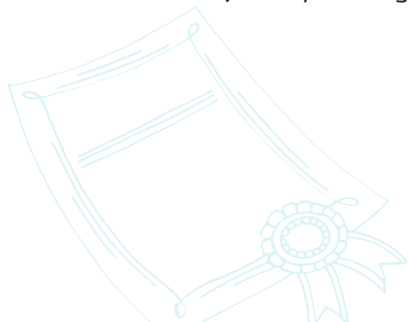
- ✓ Prepare a speech and note cards following the flow of the guide.
- ✓ Consider what you might wear (all eyes will be on you and the recipient!).
- ✓ Ensure your presentation materials are ready at least two days in advance.
- ✓ Practice, practice, and practice some more.



GIVING FORMAL AWARDS

PART TWO - THE EXECUTION

- ✓ Thank your audience for coming.
- ✓ Announce the purpose of the ceremony.
- ✓ Depending on what feels most appropriate, either:
 - a. Invite the recipient to join you, using his/her full name.
Then, give your speech.
 - b. Add an element of surprise by giving your speech, then introducing the recipient as the winner of the award.
- ✓ In either approach, be sure to express sincerity and enthusiasm, offer a hearty handshake, and welcome the audience to join in your congratulations.



DO:

- Use your note cards to stay on track.
- Be personal and specific.
- Make eye contact with the recipient.
- Remain positive at all times.

DON'T:

- Wait until the last minute to prepare.
- Outline every single accomplishment.
- Make comparisons with past or current team members.
- Forget to smile and say “thank you.”

THINGS TO REMEMBER



The primary goal is to provide meaningful recognition while inspiring your team to meet their potential.



Your Award Presentation Guide is your friend. Use it to ensure a thorough and effective presentation.



Preparation, whether for a formal or informal presentation, is necessary for your success.



When giving a service award or spot recognition, timeliness matters! Don't be tardy or the moment will lose its impact.



Show fairness when presenting formal or informal awards based on behaviors or values. Be consistent to avoid showing bias or favoritism.



Take the next step.

[REQUEST A DEMO](#) ➔