



MANAGER BRIEF

How to Give Recognition

START HERE

5 HumanityWorks Skills

AS YOU WORK THROUGH EACH BRIEF, THESE FIVE SKILLS ARE FOUNDATIONAL TO BEING A GOOD HUMAN AND MAINTAINING HEALTHY RELATIONSHIPS.

LISTENING

Listening is an essential skill to generate the depth of caring connection people need to feel physically and psychologically safe with one another. There are different levels of listening and each one gives you different information. When practiced they become a building block of trust.

PERSPECTIVE

Your perspective is a particular outlook or point of view you have about something. Just like a photographer chooses a lens to capture reality in different ways, we each have filters through which we see the world. This filter can get in the way of working well with other people. It's important to learn more about this and how to shift it.

ACKNOWLEDGEMENT

A genuine acknowledgement helps others feel seen for who they are being and the positive impact they create. This nuanced skill helps to create meaningful relationships when done well.

SHARED AGREEMENTS

Shared agreements clarify working relationships with each person taking responsibility for their contribution to the relationship and to collectively agreed-upon outcomes. So often people don't take the time to create them, and this can cause roadblocks to working well together.

CURIOSITY/POWERFUL QUESTIONS

Curiosity expands information, connection, participation. It deepens what you know and can challenge what you think you knew. This simple skill creates the antidote to judgement.

★ **LEARN MORE ABOUT THIS BRIEF AND GROWING YOUR HUMANITY WORKS SKILLS:** Check out HumanityWorks.com, email info@humanityworks.com or read the book, [Humanity Works Better](#).



MANAGER BRIEF

How to Give Recognition

THE PURPOSE OF RECOGNITION

To help a person know they are seen. To celebrate individual contributions, foster team cohesion, and establish a link between personal accomplishments and organizational success.

THE BASICS

- **Know Your Audience.** Ask your employees what motivates them to contribute their best. Get curious what is under their initial response. For example, getting to the “corner office” may actually be about influencing others.
- **Make Recognition Personal:** How people like to be recognized is different. Ask each of your employees how they like to be recognized – publicly, privately, face to face, in writing, in a team meeting, etc.
- **Know What is Possible:** As a manager know what recognition options are available to you and the guidelines you need to operate within: company-wide recognition programs, team budgets, spot bonuses, etc.

THE STRUCTURE

- **Specific:** tie the recognition to a specific behavior or outcome.
- **Timely:** deliver the recognition promptly.
- **Connected:** tie the behavior or outcome to company objectives or values.
- **Authentic:** be true to yourself and deliver the recognition in your own words and from your heart.

HUMANITYWORKS PRO TIPS

- **Make recognition a daily practice.** Set an intention to look for ways to acknowledge each person for who they are and the impact they are creating. Then tell them.
- **Recognition does not have to be a huge expression.** A personal note, a quiet word, a small expression of appreciation has a huge impact on loyalty and commitment.
- **Never underestimate the power of a heartfelt “Thank you.”**

★ **LEARN MORE ABOUT THIS BRIEF AND GROWING YOUR HUMANITY WORKS SKILLS:** Check out HumanityWorks.com, email info@humanityworks.com or read the book, [Humanity Works Better](#).