

What Can You Recognize?



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Type	Examples	What to Say
Contributions (tangible)	Completion of a project. Perfect attendance.	<i>Thanks, that helped a lot.</i> <i>You're good at _____, could you help me out?</i>
Contributions (non-tangible)	Team spirit. Initiative.	<i>It was thoughtful of you.</i> <i>I appreciate your _____.</i>
Improvement	While contributions are still not what they should be, the employee has shown improvement.	<i>Look at your progress!</i> <i>You're improving in _____ (be specific).</i>
Effort	While improvements may not be apparent, the employee is trying hard and doing the right things.	<i>You really worked hard on that!</i> <i>It seems that you took a lot of time thinking things through.</i>
Potential	When selecting an employee for a task, recognizing potential can be a tremendous confidence builder.	<i>I know you can do it.</i> <i>You're ready for this.</i>

Catch someone doing something right.....and tell them!