GuardingMinds @ WORK

Suggested Actions and Resources

RECOGNITION AND REWARD

OBJECTIVE: A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

Engage your employees to improve recognition and reward

Putting recognition and reward On the Agenda is easy with these resources. A workshop slide presentation and facilitator guide help you have a productive conversation with your team about this psychosocial factor and each of the relevant statements from the Guarding Minds at Work survey.

If this factor shows up as a relative strength in your workplace, have a team discussion to find out why they scored this factor higher than the national average. This can lead to appreciation and understanding of what is already good. Policies and processes can also be developed or refined to continue to support positive recognition and reward.

If this factor has been flagged as an area of concern in your workplace, engage all stakeholders in discussion about which actions might provide the best solutions. You can use ideas from the list below to begin the conversation. When everyone contributes to improving psychological health and safety, the responsibility is shared, the outcomes are more effective, and the effort is sustainable.

Below are actions and resources related to improving recognition and reward. This list does not contain every solution. There may be other ideas that you find or think of and want to try. However, these suggestions can help provide a strong and cost-effective foundation for addressing recognition and reward.

The practical strategies come from research studies, have been recommended as best practices, or have been applied effectively in workplaces. The resources included here are free. You can also find excellent services available at a cost from a variety of reputable providers.

Once you have reviewed the actions and resources below, we encourage you to use the Action Planning process to help you think critically about which combination of free, paid, or internal resources will best meet the needs in your workplace.

Actions by statements

If there are specific recognition and reward statements from your Guarding Minds at Work survey that you want to address you may want to consider one of the actions or resources provided directly under the statement below. More general actions and resources, relevant to recognition and reward, are also included at the end.

1. **My immediate supervisor appreciates my work.**
   - Train managers or supervisors in the art of providing constructive feedback. The activity "Positive Feedback" in Building Stronger Teams shares ways leaders can increase positive emotions and reactions in the workplace.
   - Recognize effort as well as outcomes.
   - Provide recognition in a timely manner.
2. **I am paid fairly for the work I do.**
   - Ensure your organization is aligned with sectors standards for compensation including monetary compensation, vacation time, benefits, bonuses, etc.
3. **My employer shows appreciation for extra effort made by employees.**
   - In Take Your Break, the Create a Wall of Gratitude activity is an excellent opportunity for supervisors to recognize employee efforts, and for employees to support their co-workers.
4. **Our organization celebrates our shared accomplishments.**
   - In Building Stronger Teams the "Acknowledging Our Accomplishments" activity gives employees the opportunity to share their accomplishments, giving them a moment to reflect on their successes. This activity also gives their leader the opportunity to acknowledge the positive impact they have on their organization.
5. **My employer values my commitment and passion for my work.**
   - As an employer, make it part of your policy and culture to regularly recognize specific things your employees have accomplished or contributed. This can be done through a personal email message, thank you note, recognition in a team meeting, etc.
6. **I am recognized for good performance.**
   - Good performance should be recognized frequently and not just during performance reviews. By promptly and consistently recognizing an employee's good performance, you are reinforcing the behaviours that make that employee effective in the work environment.

Additional actions and resources

- Create a transparent system for informing higher management levels and all contributors about positive feedback employees receive from customers, patients, or clients.
- Create individual and group-level recognition for accomplishments, which may include non-monetary awards for particular tasks or milestones.
- Conduct regular reviews of employee salaries and provide appropriate adjustments.
- Identify and incorporate best practices for protecting employee psychological safety in your policies and procedures. Policy Recommendations can help.

Use this space to jot down additional ideas and suggested actions:

To consider which actions are most likely to result in the outcomes you desire, use the Action Planning process to guide your decision making and help you identify timelines, milestones, budgets, responsibilities, and measures of success.

Thank you to Workplace Safety and Prevention Services for their generous contribution to the development of these action items. For more tools and resources, please visit Think Mental Health.ca

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