Breakout Room Activity

Spend the next 10 minutes discussing the questions below in your small groups. Select one person from your group to be the scribe and submit your responses via mentimeter using the code above. We will debrief with the large group and view all responses.

1) What are some ways in which you as a supervisor could increase or improve the level of employee affirmation, recognition, and appreciation within your individual units?

2) What about on a university level?

3) How can these ideas be modified to work in a remote setting or hybrid setting?
Breakout Room Activity: Employee Recognition & Appreciation Brainstorming Ideas

- Celebrate small wins
- Use Microsoft Teams to stay connected.
- Celebrate milestones
- Our College has Wildcat Kudos
- Celebrating when things go according to plan!
- Saying “thank you” even for the small things
- As a supervisor keep some notes ahead of meetings that highlight some wins by team members. So that it feels organic and genuine.
- Giving employees room to change the norm
- Share kudos at monthly staff meetings
Breakout Room Activity: Employee Recognition & Appreciation Brainstorming Ideas

Question 1: Sending/delivering care packages to team. Communicate gratitude weekly.

Sending things to employees during the pandemic as a treat

Welcome back message/card as return to campus transition. Constant positive affirmation of good work - even if it is "just" acknowledging when people do their job appropriately. Personal messages.

Giving employees flexibility

Question 2: Email from university on annual anniversary of hire date.

At the UA, nominations for staff awards

Dept-Level recognition of Year 1, 2, 3, 4+ anniversary.

1. Use the praise function on Teams to recognize efforts. Acknowledge good work in a team environment. Individuals thank you notes. Give Kudos to efforts well placed.

Give the gift of time. Schedule re-occurring smaller individual group meetings to talk about successes. Schedule it so that it is operationalized and ongoing.
Breakout Room Activity: Employee Recognition & Appreciation Brainstorming Ideas

- Trophy passed around between staff to celebrate good work
- Communicate often and affirmatively
- Send/deliver care packages to team members with personalized thank you card
- Kudos and high fives built into staff meetings
- Remote trivia or game nights
- Use Team to recognize effort and be public. Schedule time to review performance and identify areas that can be acknowledged and affirmed. Conduct individual calls to affirm people who may not want to be done publicly.
- Informal emails of appreciation
- Outdoor welcome back meetings
- Peer-to-peer recognition award that gets passed around the office
Breakout Room Activity: Employee Recognition & Appreciation Brainstorming Ideas

- Need more university level awards
- Use small note cards to offer little encouraging messages.
- Not requiring attendance at the years of service celebration in order to be acknowledged
- Celebrate
- Meeting once a week to see how everyone is doing.
- Encourage all members to participate and be heard
- Student employee of the month
- Acknowledge your staff in your staff meetings
- Opportunity for those interested dedicated time to talk listen to non-work related topics
Breakout Room Activity: Employee Recognition & Appreciation Brainstorming Ideas

- Send annual thank you note on the anniversary of their date of hire to the department
- Encouraging a culture of appreciation
- Recognizing employees before they hit the 10-year service award. Many people feel that they are not "part of an organization" until they have hit those big long-term tenures.
- Stand up huddles recognize bdays and other milestones
- Share up - Recognition to your staff from those at above you as a supervisor
- Talk about what we're doing, be positive. Would prefer more contact with supervisor. Make sure to thank every employee every day. Share unit goals.
- Recognize staff at the same rate that tenured or researcher professors are recognized by the University.
- Birthday props/GIF posts in our Teams channel (decorating office/door when back in person)
Breakout Room Activity: Employee Recognition & Appreciation Brainstorming Ideas

- Encouraging people to take their vacation time and really taking off
- Sent big sign for front yard and cookies delivered.