

Recognition and Reward: Action planning worksheet (Sample)

What our workplace will <u>continue</u> doing:		What our workplace will <u>start</u> doing:	
Action: (To ensure continued success with this risk factor)	Impact: (How this might affect our workers/work environment)	Action: (To enhance this factor)	Impact: (How this might affect our workers/work environment)
Each month, recognize one (or more) team members that demonstrate exemplary behaviour.	Helps staff better understand the values and behaviours the organization values.	Train managers and supervisors to be able to identify the specific ways each of their direct reports appreciates being recognized.	Ensures that there is flexibility in terms of how recognition and reward is provided, which provides individual consideration to workers' unique needs.

We will measure progress by:	We will know we are successful if:
Increases in demonstration of valued organizational behaviours across the broader work environment.	There are increases in staff engagement.