



GO BEYOND

Send an e-card on the Go Beyond Portal

Allow someone to work from home

Offer to swap a task with them for a day or a week

Greet your team/office when they come into work with a standing ovation. Remind them that you're glad they are there

Give them some of their favorite candy or treat

Create a department newsletter that highlights achievements within the department

Have a departmental break in honor of an employee doing an extraordinary job

Allow an employee to take time to volunteer at an organization of their choice or create a volunteer opportunity for the team

Go to the people. Stop by where people work and talk with them about the projects they are working on

Surprise your team with a team snack break, where you provide the snacks

Verbally thank the employee in front of the team

Lunch with the Boss, either one-on-one or with the team

Volunteer to complete their least favorite task

Simply say "Thank you"

Welcome a new employee with a welcome banner or card signed by your team

Everyone loves homemade baked goods

Produce a thank you video for your team using your smart phone

Provide coffee or refreshments for the team office

Give the person the option of which project they get to work on next

Arrange for your boss to stop by and say thanks to an individual or team for their efforts

Copy senior management on a thank you note to the employee

Send a handwritten note of thanks or congratulations to the employee's home

Recognize someone in front of the team at the beginning of a team meeting

Give credit where credit is due

Give a "pat on the back" with a cut out of a hand with a handwritten note

Dump it. Let your employee ditch one task or project for a week and you do it yourself instead

Send an email or letter of praise to the employee's family

Create a recognition bulletin board in a common area where employees can post little notes of gratitude

Blue Jean Day. Allow your employees to wear blue jeans to the office for a day

Plan an after-work get together for your team

Throw a pizza party to recognize a group of employees

Hang a piece of poster paper (or flipchart paper) in a common area for "legit graffiti" and allow employees to write kudos and thanks

Post a thank you note on their door or at their workspace to recognize them

Give them a small coffee gift card with a note that says "Thanks a latte"

Share compliments that you've received about your employee with your employee

Have the team sign a framed photo or certificate of appreciation

Attach a note to some lifesavers thanking them for "being a lifesaver" in a certain situation