

# Team Recognition and Celebration

June 2020



# Anatomy of a Great Team Celebration



## Aspirations and Goals

- ✓ Do have team members reflect on the goals and aspirations of the year AND the things they did to help enable. Call out specific actions.



## Reflection: Successes and Challenges

- ✓ By having team members reflect on the successes AND challenges, they come to appreciate even more the strengths on the team, and actions that led to or away from desired outcomes.



## Stories & Gratitude

- ✓ Stories speak volumes! Stories are remembered through the years, and help provide insight to you as a leader of the team's perspectives and how they experienced the moment/experience.



## Team and Individual Recognition and Appreciation

- ✓ Remember, BOTH are important. Recognition acknowledges the action, Appreciation shows **how much you value the unique aspect of the person, skill, act.**



## Major Team Moments

- ✓ By reflecting on major team moments, we learn! We learn why something was successful, or why not, we understand the factors that went into the making of the moment.



## Insights and Learnings

- ✓ Being intentional about our learnings sets the team up for success in the following year!

## One Week Before the meeting

- ## Agenda:

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- Penn Medicine
- 3

# Full Day Team Celebration: In-Person Sample Agenda

## Preparations Before

- **Note to the team having them reflect on:**
  - *Recall a story of success you were part of this past year – when was a moment you were supremely proud of what you and the team accomplished?*
  - *Recall a story of a challenge or failure you want to learn from over this past year. When did something go wrong? When were you disappointed with the outcome of something you attempted?*
  - *What other major milestones or moments did you and your team experience this year?*



## Full Day Agenda- (Can be modified to a half day)

### AM

#### 9:00 – Welcome

-**GRATITUDE:** Name 7 things you are grateful for about the last year. Post and share out.

-**OBSERVATION:** Take 2 minutes to recall a story of success you were part of this year- what was a moment you were supremely proud of what you/team accomplished. People partner to share, then the partner retells the others story:

“what I noticed was.... I was struck by..... What I loved about that was....”

-If your partner's story were a book or movie, what would it be titled?

-**CHALLENGE:** Tell the story of a challenge or failure you want to learn from. Same as above for sharing out.

**10:00 - TIMELINE:** Team asked to create a visual timeline of major milestones this past year using sticky notes with + or – to indicate a positive or negative moment.

-**ASPIRATIONS AND GOALS:** At the end of the timeline there is a place for “Goals we met” and “Goals we didn’t meet”.

-**Interpretation and Analysis:** Team is trying to uncover the “Why did it happen.” Team draws a physical line back to the moments that helped or hindered the attainment of the goal.

-*What helped us reach our goals? Discuss, relationships, behaviors, and assumptions.*

-*What caused us to miss any of our goals?*

### PM

#### 12:00 – Lunch

**1:00 – EXAMINING NEW REALITY-** use sticky notes to capture insights from each category:

- **Assets-** *What do we now have that we didn’t have before (people, knowledge, opportunities, resources)*
- **Risks –** *What have we lost? What can we still afford to lose?*
- **Insights –** *What are the surprises or disappointments telling us?*
- **Partners –** *Who has opted in or is self selecting into our mission?*
- **Choices –** *What actions are within our locus of control? What choices do we still have available to us?*

**1:30 – Lessons Learned- d & Lessons We Want to Learn-** Team walks around observing everything captured on walls, then captures 3 individual/team learnings from the year.

#### 2:00– Stop, Start, Keep exercise

**3:00 – Check out –** Team reflects on the day. Round Robin to capture. “I saw/heard.... That made me think.....Now I want to ...(actions you want to take)



# Recognition and Appreciation: Remember to do throughout the Year

## ► Personal milestones and achievements

- Create a virtual birthday card in PowerPoint - have each member for the team create a slide
- Introduce new team members by having each member of the team answer basic “get to know you” questions – include pictures

## ► Encourage team members to celebrate each other

- Share recognition and appreciation ideas and resources
- Model the behavior you wish to see

## ► Be creative

- Use humor – share a corny pun while expressing your appreciation
- Send a hand-written card to their house
- Use your virtual team meeting as an opportunity to give “shout-outs” for contributions
- Send a personal email that clearly outlines what behavior the employee demonstrated and the positive outcome that transpired because of it
- Send a Touchpoints card
- Use Post-It’s to leave concise messages of gratitude
- Pick up the phone and give them a call – appreciation doesn’t have to wait for a meeting



# Additional Tips

Use the PMX “Simple, No Cost Ways to Recognize your Team”: Click [here](#)



Recognition Circle  
Brag Board  
Thank You Notes  
Wall of Fame  
Emails  
Time & Attention  
Photo Booth

BACK-TO-THE-BASICS



## MAKE A NOTE OF IT

You may think that writing a quick thank you note to a colleague is insignificant, but think again. Handwritten notes are actually one of the best ways to deliver appreciation. In fact, a survey of 2,000 American adults revealed that **81% of Americans consider a handwritten note to feel more meaningful than email or text.**

Idea: Grab a stack of post-it notes and write a note of appreciation each day until they are gone.

- Notes should be personal and concise.
- Leave it somewhere they will easily find it

As an added bonus, studies show that those persons who express gratitude also benefit by experiencing better health and sleep, less anxiety, and more life satisfaction. Hand written notes of appreciation benefit the giver and receiver alike.



BACK-TO-THE-BASICS



## DELIVERING APPRECIATION

In a survey conducted by Psychology Today, 70% of respondents reported their most meaningful recognition “had no dollar value.” Our employees echoed this sentiment in the May 2019 LG Listens2Me survey where consistent, face-to-face interactions, particularly between an employee and their direct supervisor, came across as the preferred platform for providing positive recognition.

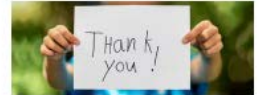
The best recognition is **specific and descriptive**. Sure, any show of appreciation is better than none, but a specific comment is typically more meaningful than a general one.

**Think about it.** Which would you rather hear from a colleague?

- “Joe, great work today!”
- “Joe, excellent work on that report! The data you compiled was exactly what we needed.”

Next time you want to recognize a teammate for a job well done, **try this formula:**

- **I saw/heard you did** [insert thing], **here’s what it meant for me/my team** [insert impact], **and this is what it says about you** [insert positive trait].





People will forget what you said  
People will forget what you did  
But people will never forget how you made  
them feel.

(Maya Angelou)

IZQuotes