

Read the list below and "X" those items that you would value as recognition and/or development.

Name: _____ Date: _____

- Personal note from manager / supervisor / team leader.
- Certificate of appreciation.
- Learn a new system, operation, skill.
- Attend training in following area _____.
- Be given more autonomy over job function such as _____.
- Asked to be part of a team for a special assignment.
- Asked to write an article in organization's newsletter about my area of expertise or success.
- Asked to give presentation to staff or another department about area of expertise or success.
- Asked to speak to a professional organization about my job, our department, area of expertise, etc.
- Verbal recognition during department/shift meeting.
- Have lunch with manager / supervisor / team leader.
- Asked for my opinion on work-related problem and given responsibility to "drive" solving of the problem.
- Regular one-on-one meetings with manager/supervisor / team leader for career development.
- At-work celebration with co-workers.
- Train / mentor a new associate in our department.
- Be given time to work on creative idea for improvement in our department with our processes, communication, customers, etc.
- Be allowed time to "shadow" someone else in our department or another department.
- Other idea(s):