

Recognition Plan

Task/Activity	January	February	March	April	May	June
Agree the behaviours and outcomes that will be recognised and rewarded eg. values based, going the extra mile, high performance, exceptional service						
Be able to competently tell a story linked to recognising the right behaviours and activities						
Agree the frequency of recognition eg. daily, weekly, monthly, celebration of anniversaries and events, at the successful completion of projects						
Discuss and agree with the practice staff how they would prefer to be rewarded individually and as a team						
Review at team meetings and one on one						
Allocate a budget for recognising and rewarding team members						
Track your recognition activity						
Task/Activity	July	August	September	October	November	December
Agree the behaviours and outcomes that will be recognised and rewarded eg. values based, going the extra mile, high performance, exceptional service						
Be able to competently tell a story linked to recognising the right behaviours and activities						
Agree the frequency of recognition eg. daily, weekly, monthly, celebration of anniversaries and events, at the successful completion of projects						
Discuss and agree with the practice staff how they would prefer to be rewarded individually and as a team						
Review at team meetings and one on one						
Allocate a budget for recognising and rewarding team members						
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