

Recognition Tips

December 2009

Save the Date:

Town Hall Meetings
Tuesday, February 16-Dubuque
Thursday, February 18-Waterloo
Monday, February 22-Quad Cities
Tuesday, March 16-Burlington
Thursday, March 18-Galesburg
Monday, March 22-Cedar Rapids

DEADLINE:

February 1, 2010 is the deadline for all council nominations. Applications must be postmarked, faxed, emailed, etc. by this date.

Quick Tip:

Once you master your recognition message, how you deliver the message is important. Always consider your recipient's preferences when selecting your message medium.

Most people will appreciate receiving recognition in a private setting, however, not everyone will enjoy receiving recognition in a public setting. People have their own desired style for receiving recognition. Be aware of the style others prefer, respect their preferences, and act accordingly.

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Effective Recognition Communication

When it comes to expressing effective recognition, how you say it is just as important as what you say. Whether you're writing your recognition or making a verbal presentation, careful consideration of your message will make for effective recognition. For every thank you and great job, follow these four qualities of effective recognition and praise:

#1 Sincere

Praise that invokes sarcasm or jokes is not effective recognition. To reinforce positive behaviors and make people feel comfortable with recognition, always use sincerity.

#2 Immediate

For effective recognition, make sure to acknowledge the behavior or accomplishment in a timely manner. Praising someone right after the event communicates that you pay attention to them and their actions.

#3 Specific

To implement effective recognition, be very specific about the individual's achievement and avoid phrases such as "above and beyond." Rather, state exactly what the individual did that you admired.

#4 Meaningful

Effective recognition is meaningful when it ties the praise back to an individual's personality or qualities. When you let an individual know you appreciate their strength, you will increase their pride and confidence of that ability.

Nonverbal Communication

Did you know that communication is over 90% nonverbal? That means your body language is richer in content than the words you speak. Facial expressions, gestures and posture are all examples of body language which can set the tone of any verbal communication messages.

Body language makes the audience aware of your tone because it sends messages about your interest in the exchange. This makes body language especially important to delivering effective recognition messages.

For moments when you want to deliver effective recognition, be considerate not only of the words you choose, but also the messages your body language sends. Here are a few simple reminders that will send positive nonverbal messages and effective recognition.

- Smile
- Make eye contact
- Stand with your arms by your side
- Do not fidget
- Stand up straight



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