

Practical Edge Training

Employee Recognition Planner

Use this planner to intentionally recognize employee contributions and reinforce the behaviors that support your team's success.

Employee Information

Employee Name: _____

Position: _____

Date: _____

What Did They Do Well?

Describe the behavior, accomplishment, or contribution.

Why It Matters

How did this positively impact the team, customer, or organization?

Recognition Plan

How will I recognize this employee?

- ☐ Verbal recognition
- ☐ Handwritten thank-you note
- ☐ Public recognition during a meeting
- ☐ Small reward or incentive
- ☐ Professional development opportunity
- ☐ Other: _____

Development Opportunity

How can I help this employee continue to grow?

- ☐ New responsibility
- ☐ Cross-training
- ☐ Mentoring

- ☐ Coaching conversation
- ☐ Training or course
- ☐ Other: _____

Notes:

Follow-Up

Recognition Date: _____

Follow-Up Date: _____

How will I continue encouraging this employee's growth?

Manager Reminder

- ☐ Recognize effort as well as results
- ☐ Be timely and specific
- ☐ Be genuine
- ☐ Match recognition to the individual
- ☐ Connect recognition to team values and expectations
- ☐ Pair recognition with future growth opportunities