

Rewards and Recognition

Rewards and Recognition provides students with the knowledge and skills necessary to recognize, reward, and motivate employees toward continued and improved performance.

Students will learn the core principles and characteristics of recognition, and understand the benefits that giving rewards and recognition can bring to individual employees, departments and the institution. The course covers how to choose and convey effective rewards and recognition, including selecting an appropriate reward and the time and place to communicate recognition to employee. Students will get hands-on practice in planning a rewards and recognition program using planning and recording forms included in the course.

Price	\$130 Nonmembers / \$95 Members
Course Credits	AIB: 0.5 ; ICB: 0
Prerequisites	None
Required Software	None
Optional Software	Adobe Acrobat Reader and RealPlayer

Audience

Any employee responsible for motivating, staff regardless of the specific reporting relationships. This could include managers, supervisors, team leaders and mentors.

Learning Objectives

After completing this course, students will be able to:

- Define the terms reward and recognition
- Identify the elements of rewarding and recognizing employees
- Describe the consequences of failing to reward and recognize employees
- Describe how to link a specific company value to specific employee behaviors
- Determine a reward/recognition that is appropriate to the individual
- Communicate the reward/recognition effectively
- Describe the steps in creating a recognition plan
- Create a recognition plan for employees