

FREQUENTLY ASKED QUESTIONS FOR LEADERS

Q: I HAVE BEEN NOTIFIED THAT ONE OF MY STAFF (OR TEAM) HAS BEEN SUCCESSFULLY NOMINATED FOR CELEBRATION OF EXCELLENCE AWARD. WHAT DO I NEED TO DO?

A: If an individual or team under your direction has been successfully nominated, your responsibility is to ensure the award (certificate and pin) is presented in the most impactful and motivating way for them.

Feedback from employees and leaders who have previously participated in the Celebration of Excellence indicated that recognition is more meaningful when it is timely and given by their leader in front of their peers. Presentations should be made by the leader/manager and include the nominator. This will help to provide a more personal experience for the recipient.

Q: WHEN SHOULD THE PRESENTATION TAKE PLACE?

A: Presentations should take place as soon as possible after the CoE award has been confirmed to the leader. We recommend presentations should be made within a month.

Q: WHO ATTENDS THE PRESENTATION?

Leaders are encouraged to include colleagues, other team members and the person who made the nomination at the award presentation. Where appropriate, members of the senior management team, including ELT and Board Members, can be invited to the presentation.

Q: HOW SHOULD THE PRESENTATION TAKE PLACE?

A: The most important thing about the presentation is that it should be meaningful and appropriate for the recipient(s), and sensitive to their preferences (i.e. not everyone likes a big celebration). Some options are suggested below:

- Presentation over a department potluck lunch, team meeting or huddle
- Presentation at a department social event
- Presentation during a regular departmental meeting
- Presentation during a one-to-one meeting with the employee