

# Volunteer Recognition Tips

A monthly newsletter providing ideas to recognize our volunteers / December edition



## Effective Recognition Communication

### 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.

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.

#### 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.

#### 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 her and her actions.

#### 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.

#### 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 her strength, you will increase her pride and confidence of that ability.

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Did you know that communication is more than 90 percent nonverbal? 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

