Recognize staff when navigating change

Why should managers recognize staff members when going through change?

Adopting a system of Mosaic’s scope is a stressful task to complete while maintaining daily operations. Taking time to recognize the progress your team has made both collectively and as individuals, contributes to a positive work environment. Also, recognition reinforces the way your team performs their roles in the ‘new world’.

Key points to remember when recognizing members of your team:

- **Be timely.** Recognition loses its impact if you wait until the next day or week—right away is not too soon.
- **Be specific.** A vague ‘good job’ can be perceived as insincere, rather try something like: ‘great work walking that first year student through how to apply for work study positions’.
- **Be fair.** Every area has its superstars, but be sure to take time to positively encourage all members of your team.
- **Be personal.** Not everyone responds the same way—some individuals may prefer a private word while others appreciate public acknowledgment.
- **Be single-minded.** Celebrating wins shouldn’t include constructive feedback or it diminishes the recognition.

Six simple and effective ways to recognize your team:

1. Talk about positive progress as much as possible with your team—share success stories you’ve heard and let them share their successes with each other (whether big or small).

2. Acknowledge individual achievements by including the employee’s name when preparing status reports.

3. Handwritten thank you notes are a simple gesture that has a high impact in this age of texts and tweets. Here are some [tips to help write effective meaningful notes](#).

4. Ask a strong performer to mentor colleagues who need support.

5. Have your leader visit a team meeting to recognize the efforts of your team.

6. Saying ‘thank you’ for a specific contribution is often overlooked, but never amiss.

   “Silent gratitude isn’t much use to anyone” Gertrude Stern