



Sometimes the Simplest of Gestures Mean the Most



- ✓ Recognize employees for work well done
- ✓ Focus on accomplishments that mean the most to the organization
- ✓ Motivate employees during times of change
- ✓ Complement other reward programs

Sometimes the Simplest of Gestures Mean the Most

Motivation and Recognition – two very powerful tools that every supervisor and manager should use regularly and sincerely. Employees want to know that their efforts, their accomplishments, and their successes do not go unnoticed.

Finding a simple, yet effective way to both motivate and recognize employees without a high price tag attached is challenging.

AWARDS can help.

Department managers and supervisors are often urged to find cost-conscious, effective recognition, incentive, and motivation programs that are flexible enough to meet the short-term and long-term needs of their organization. Without access to large budgets or organization-wide implementation resources, many very effective incentive programs are simply not feasible at the departmental level.

AWARDS is different.

AWARDS is designed for flexibility. AWARDS is a recognition program that can be used by a single department manager or in conjunction with an established organization-wide incentive program. AWARDS allows a manager to give periodic employee recognition, focusing on those items that mean the most to the department and the organization.



Over 80 awards cover a wide range of topics

AWARDS topics include:

- ✓ Achieving goals
- ✓ Surpassing goals
- ✓ Meeting deadlines
- ✓ Completing projects
- ✓ “Going the extra mile”
- ✓ Plus many more

Use AWARDS for a full year at the cost of less than \$25 per employee

The AWARDS process is simple...

1) Review Employee Accomplishments

Each month, the manager reviews the employees' accomplishments.

2) Select Relevant Awards

After reviewing what was done in the month, the manager chooses those accomplishments that deserve recognition and select the AWARDS Award Card that matches the accomplishment.

Once a Month... for Long-Lasting Motivation

AWARDS is not a one-time activity.

Each AWARDS Kit has enough material to sustain a departmental recognition program for over a full year with little to no additional cost in terms of time and resource. As your department goals and department focus change, so can your awards – at minimal cost.

Haystack Award
It was like finding a needle in a haystack, but you did it! Congratulations!

Amazing Juggler Award
You have been juggling many projects, responsibilities, and deadlines this last month, yet you never dropped the ball on a single one of them. You certainly are an example of a person who has mastered the art of multi-tasking.

Comic Relief Award
Humor is a great stress reliever. You clearly understand when a little bit of humor can help the situation, without going overboard. Thanks for the laughs.

No Dead Fish Here Award
Only dead fish go with the flow. Thank you for knowing when to go against conventional thinking and prove your point.

What Else Can I Do? Award
Your work never ends, because you always ask what else needs to be done. You look beyond your job description for new tasks and activities. Your self-motivation shows.

No Limits Award
There seem to be no limits as to what you can accomplish. Great work!

The Extra Mile Award
Thanks for going the extra mile. It is appreciated.

Deadline Award
Tick tick, tick, tick... The deadlines seem to come faster and faster with each week. However, you always seem to schedule your time so that they are met. Thank you.

Creative Collections Award
That customer was trying to leave us high and dry by not paying the invoice. When nothing else seemed to work, you found a way to get the customer to pay. Well done!

Each AWARDS Kit includes:

- ✓ 400 Award Cards (20 of each award)
- ✓ 20 Employee Certificates of Excellence
- ✓ 20 Employee Log Sheets

Use AWARDS to:

- ✓ Keep employees focused on those activities that support your internal goals
- ✓ Provide sustained interest and motivation during times of change as well as times of stability
- ✓ Show employees that their actions and successes are noticed and appreciated
- ✓ Build up to a larger, company-wide incentive program with rewards attached
- ✓ Keep track of employee accomplishments throughout the year
- ✓ Provide supporting documentation for annual performance reviews and promotions

Select from a range of Pre-Configured Kits that support common activities found in all organizations today.

Should the Pre-Configured Kits not meet the specific needs of your department or organization, Custom Kits can be assembled from a wide variety of awards.

Kit Name	Order Code	List Price
Custom Kit	5ERK000	\$520
Sales Kit	5ERK001	\$495
Marketing Kit	5ERK002	\$495
Finance/Accounting Kit	5ERK003	\$495
Operations Kit	5ERK004	\$495
Administration Kit	5ERK005	\$495
Sales Support Kit	5ERK006	\$495
Warehouse/Production Kit	5ERK007	\$495
Project Management Kit	5ERK008	\$495
Supervisor Kit	5ERK009	\$495

4) Log Awards

The manager logs the awards in the Employee Log Sheets, which serve as a tracking vehicle and reference document.

3) Present Awards

During a staff meeting or individually, the manager presents the employee with the award, giving a short description of the accomplishment and why it is important to the organization.

Choose a Pre-Configured Kit, or Make Your Own

AWARDS allows you to select from a range of Pre-Configured Kits to support common activities and recognition practices found in organizations today.

Should the Pre-Configured Kits not meet the specific needs of your department or organization, Custom Kits can be assembled from a wide variety of awards.

Pre-Configured Kits:

- Sales Kit
- Marketing Kit
- Finance/Accounting Kit
- Sales Support Kit
- Operations Kit
- Administration Kit
- Warehouse/Production Kit
- Project Management Kit
- Supervisor Kit


Kit Name	Order Code	List Price
Custom Kit *	5ERK000	\$520
Sales Kit	5ERK001	\$495
Marketing Kit	5ERK002	\$495
Finance/Accounting Kit	5ERK003	\$495
Operations Kit	5ERK004	\$495
Administration Kit	5ERK005	\$495
Sales Support Kit	5ERK006	\$495
Warehouse/Production Kit	5ERK007	\$495
Project Management Kit	5ERK008	\$495
Supervisor Kit	5ERK009	\$495

Each AWARDS Kit (Pre-Configured or Custom) includes:

- ✓ 400 Award Cards (20 of each award)
- ✓ 20 Employee Certificates of Excellence
- ✓ 20 Employee Log Sheets
- ✓ User Manual

* Custom Kits must be ordered on the website or by completing an Innovative Management Tools AWARDS Custom Kit Order Form. Customer must specify which awards to include in the Custom Kit at the time of ordering.

Here are some of the awards that can be selected when creating a Custom Kit:

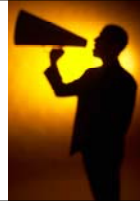


Grapevine Award

A fellow employee or a customer has recognized you as being an exceptional employee. We are proud to have you as part of our team and we thank you for the dedication and hard work you give your job and the company.


Communication Award

Although it sounds simple, mastering the art of communication requires training, hard work, and skills. You are a communication expert.




Fresh Ideas Award

Your ideas and suggestions are always fresh, well thought out, and creative. Thank you for sharing them with your fellow employees!



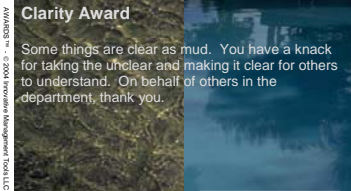
The Natural Fit Award

You have settled into your new position with great ease. You are a natural fit for the job. We are glad to have you on the team.




Clarity Award

Some things are clear as mud. You have a knack for taking the unclear and making it clear for others to understand. On behalf of others in the department, thank you.




Steady Freddie Award

Plowing ahead, regardless of the situation or distractions. That is a skill to be proud of.



Phone 715-340-9606



Pre-Configured Kits for Your Convenience

Other Awards

Sales Kit (5ERK001)

Ambassador Award
Boomerang Award
Boundary Buster Award
Clean-up Award
Dialing Award
Good Samaritan Award
Keeping the Course Award
Mind Like a Trap Award
Road Warrior Award
Soaring Sales Award
Steady Freddie Award
Super Saver Award
Team Award
The Extra Mile Award
To the Rescue Award
Toolbox Award
Tough-as-Nails Award
Whatever It Takes Award
Workaround Award

Operations Kit (5ERK004)

Amazing Juggler Award
Clean-up Award
Deadline Award
Dumped On Award
Even Keel Award
Flexibility Award
Keeping the Course Award
Nose-to-the-Grindstone Award
Process Improvement Award
Quality Beyond Compare Award
Safety Award
Schedule Award
Shifting Gears Award
Solution Provider Award
Steady Freddie Award
Strongest Link Award
Toolbox Award
Whatever It Takes Award
Workaround Award

Warehouse Kit (5ERK007)

Brainstorm Award
Cleanliness Award
Clean-up Award
Deadline Award
Everything Has Its Place Award
Flexibility Award
Good Samaritan Award
Keeping the Course Award
Process Improvement Award
Quality Beyond Compare Award
Safety Award
Solution Provider Award
Strongest Link Award
Super Saver Award
Team Award
Toolbox Award
Tough-as-Nails Award
Whatever It Takes Award
Workaround Award

Marketing Kit (5ERK002)

Amazing Juggler Award
Brainstorm Award
Clean-up Award
Creativity Award
Deadline Award
Dumped On Award
Even Keel Award
Eye-for-Detail Award
Free thinker Award
Fresh Ideas Award
Golden Plume Award
Good Samaritan Award
Innovation Award
Schedule Award
Steady Freddie Award
Super Saver Award
Team Award
Toolbox Award
Whatever It Takes Award

Administration Kit (5ERK005)

Accuracy Award
Brainstorm Award
Clean-up Award
Deadline Award
Dumped On Award
Eye-for-Detail Award
Fast Fingers Award
Flexibility Award
Good Samaritan Award
Haystack Award
Keeping the Course Award
Process Improvement Award
Schedule Award
Steady Freddie Award
Strongest Link Award
Super Saver Award
To the Second Award
Toolbox Award
Whatever It Takes Award

Project

Management Kit (5ERK008)

Brainstorm Award
Deadline Award
Eye-for-Detail Award
Good Samaritan Award
Hercules Award
In-House Expert Award
Lighthouse Award
Logic Award
Orchestration Award
Rock Solid Award
Schedule Award
Something From Nothing Award
Super Saver Award
Team Award
To the Second Award
Toolbox Award
Visionary Award
Whatever It Takes Award
Wheels in Motion Award

Finance Kit (5ERK003)

Accuracy Award
Brainstorm Award
Clean-up Award
Creative Collections Award
Deadline Award
Debt Recovery Award
Dumped On Award
Eye-for-Detail Award
Good Samaritan Award
Mind Like a Trap Award
Nose-to-the-Grindstone Award
Process Improvement Award
Schedule Award
Steady Freddie Award
Strongest Link Award
Super Saver Award
Toolbox Award
Tough-as-Nails Award
Whatever It Takes Award

Sales Support Kit (5ERK006)

Accuracy Award
Brainstorm Award
Clean-up Award
Dumped On Award
Even Keel Award
Eye-for-Detail Award
Fast Fingers Award
Flexibility Award
Fresh Ideas Award
Good Samaritan Award
Leadership Award
Nose-to-the-Grindstone Award
Process Improvement Award
Schedule Award
Steady Freddie Award
Strongest Link Award
Super Saver Award
Toolbox Award
Whatever It Takes Award

Supervisor Kit (5ERK009)

Coach Award
Communication Award
Delegation Award
Diplomat Award
Feedback Award
Forward Thinker Award
Lead By Example Award
Leadership Award
Mentor Award
Solution Provider Award
Super Saver Award
Supervisor of the Month Award
Supervisor of the Quarter Award
Taskmaster Award
Team Award
The Eliminator Award
Tough-as-Nails Award
Visionary Thinker
Whatever It Takes Award

Specific Awards

1-Year Service Award
2-Year Service Award
3-Year Service Award
4-Year Service Award
5-Year Service Award
Clarity Award
Coat of Armor
Comic Relief Award
Communication Award
Construction Award
Eagle Eye Award
Employee of the Month Award
Employee of the Quarter Award
Eureka! Award
Extra Effort Award
Fast Learner Award
Feedback Award
Foundation Award
Grapevine Award
In-House Champion Award
Life Vest Award
Living on the Edge Award
Lost Trail Award
No Dead Fish Here Award
No Limits Award
Outside the Box Award
Private Eye Award
Proactive Award
Sounding Board Award
Sunshine Award
Teamwork Award
Technical Award
The Golden Award
The Great Divide Award
The Natural Fit Award

Generic Word Awards

A Sincere Thank You
Amazing Work!
Awesome!
Be Proud of What You Have Done!
Congratulations!
Excellent
Exceptional Job!
Fabulous!
Fantastic!
Great Job!
Job Well Done
Outstanding Job!
Remarkable Job!
Sensational Work!
Super! Super!
Thank you!
Top-Notch Effort
What a Success!
With Great Appreciation
You Did It!



Pulling All the Pieces Together

Reaching organizational success in today's world requires using the talent of your employees to reach the company goals **and** recognizing when employees have done well.

At Innovative Management Tools, we are dedicated to providing organizations and managers with innovative, cost-effective change management solutions that maximize employee productivity while minimizing employee anxiety... giving managers more time to plan and implement strategies.



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