



# 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 (and 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 selects 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!

## 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

## Each AWARDS Kit includes:

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

### 3) Log Awards

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

### 4) 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

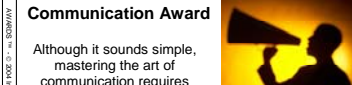
\* Custom Kits must be ordered on the website or by completing an Innovative Management Tools AWARDS Custom Kit Order Form. Customer must specify which awards to include in the Custom Kit at the time of ordering.

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**

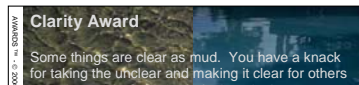
Your ideas and suggestions are always fresh, well thought out, and creative. Thank you for sharing them with your fellow employees.





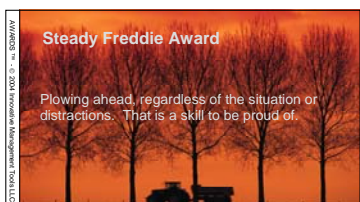
**The Natural Fit Award**

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.

**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  
Solution Provider 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

**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  
What Else Can I Do? Award  
Whatever It Takes 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  
What Else Can I Do? Award  
Whatever It Takes 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  
What Else Can I Do? Award  
Whatever It Takes Award  
Workaround 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  
What Else Can I Do? 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  
What Else Can I Do? Award  
Whatever It Takes 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  
What Else Can I Do? Award  
Whatever It Takes Award  
Workaround 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  
What Else Can I Do? Award  
Whatever It Takes Award  
Wheels in Motion 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  
What Else Can I Do? 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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