



HR DELIVERY

Making Sure HR Delivers

HR DELIVERY WORKSHOP SERIES

Employee Appreciation

An introduction to employee appreciation

Explore how everyday appreciation can recognise useful contribution with specificity, fairness and respect for individual preferences. Practise meaningful messages, examine visibility gaps and design a small appreciation experiment using a straightforward workshop working model.



01 DAY

Introductory taster

IN-HOUSE

Your people. Your context.

PRACTICAL

Explore, discuss and apply

A PRACTICAL STARTING POINT

Understand the topic. Try it in practice.

Appreciation is more useful when people can see what contribution was noticed and why it mattered. This introductory workshop explores everyday recognition across visible and less visible work, helping managers avoid vague praise, learn individual preferences and consider whether their habits give colleagues a fair opportunity to be recognised.

Help participants practise specific, respectful appreciation and examine the habits that shape who receives recognition. Using a simple workshop working model, participants draft messages, consider employee preferences and design a modest experiment without promising motivation gains or replacing wider reward and management responsibilities.

WHO IS IT FOR?

People managers, team leaders, HR professionals and colleagues involved in recognition initiatives who want practical ways to notice and appreciate contribution. No prior reward or employee engagement experience is required.

BY THE END OF THE DAY, PARTICIPANTS CAN:

- 01 Describe useful appreciation**
Explain how specific appreciation links an observed contribution to its value without exaggeration, personal comparison or an implied reward promise.
- 02 Notice overlooked work**
Identify examples of less visible contribution, including prevention, support and coordination, and examine which work current recognition habits may overlook.
- 03 Respect preferences**
Identify appropriate ways to ask how someone prefers to receive appreciation without assuming that public praise is universally welcome.
- 04 Write a specific message**
Draft a concise appreciation message grounded in an observed contribution, its impact and the recipient's known preferences and relevant context.
- 05 Check fairness and access**
Use a simple scenario to identify visibility, eligibility or access concerns in a proposed recognition practice and suggest a practical adjustment.
- 06 Plan a modest experiment**
Outline a small appreciation experiment with employee input and review questions about usefulness, fairness and unintended effects in the team.

A useful first application

An introductory day on everyday appreciation and small recognition practices. Participants produce practice messages and an experiment outline, not a validated engagement assessment, full recognition programme or compensation policy.

THE FRAMEWORK / WORKSHOP FOCUS

Employee appreciation workshop working model

This workshop working model uses six steps: Notice, Understand, Personalise, Express, Check fairness and Learn. It provides a simple learning aid for practising everyday appreciation and reviewing a small team experiment.

A PRACTICAL LEARNING AID FOR THIS TASTER

01 Notice

What useful contribution have we actually observed in the work?

02 Understand

Why did that contribution matter to colleagues, customers or outcomes?

03 Personalise

How does this person prefer their contribution to be acknowledged?

04 Express

What specific, proportionate message can we offer with genuine intent?

05 Check fairness

Whose contribution is less visible or excluded by this practice?

06 Learn

How will employee feedback help us improve our appreciation habits?

The six steps are a workshop teaching aid, not a proprietary or validated model. Appreciation should reflect genuine contribution and employee preferences; it cannot resolve unmet pay commitments, excessive workload or other management concerns.

LEARN BY DOING

Explore. Challenge. Make the ideas useful.

Short explanations lead into lively exercises, paired discussion and small-group challenges. Participants test ideas, share experience and build a draft together. The tone is engaging and enjoyable, with time to reflect and connect learning to real work.

01 Find the overlooked contribution

Groups review a week of fictional team activity, identify preventive, coordination and support work, then compare whose contribution would be missed by a recognition approach focused on headline results.

02 Rewrite the praise

Pairs turn vague or exaggerated praise into specific appreciation messages using observable contribution and impact, then test whether the wording sounds respectful, proportionate and credible to the recipient.

03 Choose the right moment

Participants work through preference cards and workplace scenarios, deciding how to ask about recognition preferences and adapt the timing, channel and audience without relying on personal or cultural stereotypes.

04 Design a fair small trial

Groups design a brief appreciation experiment for the case team, check visibility across shifts and locations and specify how employee feedback will inform adjustments before any wider introduction.

DIAGNOSE BEFORE YOU ACT

Evidence > shared feedback > agreed priorities

Use selected diagnostic prompts to distinguish known facts from assumptions. Discuss the findings and agree their meaning before proposing a solution. Feedback is part of diagnosis, not an afterthought.

ONE CASE, DEVELOPED THROUGH THE DAY

A customer support manager recognises the colleagues who handle the most calls during a monthly team meeting. Night-shift staff, a colleague who improves guidance and employees who coach new starters rarely feature. Some employees enjoy public praise, while others would prefer a private message explaining the contribution noticed.

Groups redesign one appreciation habit, draft two messages for different preferences and propose a small trial that checks whether less visible work receives appropriate attention and employees find it useful.

THE FACILITATOR WILL

Invite different perspectives.

Make assumptions visible.

Welcome constructive debate.

Capture practical learning.



SAMPLE WORKSHOP AGENDA

A working day, with room to think.

09:00-16:30 | Six hours of facilitated learning, plus lunch and breaks. The agenda, emphasis and timings are always agreed with the client, including local scheduling needs.

09:00-09:20	When appreciation feels meaningful Compare examples of useful and unhelpful appreciation, identifying the importance of specific contribution, proportionate wording and the recipient's perspective.
09:20-10:15	Explore six appreciation steps Introduce the workshop working model and distinguish noticing contribution, understanding its value and choosing a respectful way to express appreciation.
10:15-10:30	Break
10:30-11:30	Notice less visible contribution Review the case activity cards, identify overlooked work and examine how location, shift pattern and headline measures affect visibility.
11:30-12:30	Write credible appreciation Rewrite vague praise into specific messages, connecting observable contribution and impact while avoiding exaggeration, comparison or an implied financial promise.
12:30-13:30	Lunch
13:30-14:30	Respect preferences in practice Use preference scenarios to select timing, channel and audience, practising a simple conversation about how someone likes to receive appreciation.
14:30-14:45	Break
14:45-15:30	Check fairness and access Examine who could be overlooked by a recognition habit and propose practical adjustments for different roles, shifts and work locations.
15:30-16:10	Design and challenge a trial Draft a small team experiment, invite peer challenge and choose feedback questions about usefulness, fairness and any unintended effects.
16:10-16:30	Commit to a thoughtful habit Choose one appreciation practice to try, identify whose input is needed and set a realistic review point within thirty days.

Notice real contribution, express its value thoughtfully and use employee feedback to improve everyday appreciation habits.

FROM THE SESSION TO YOUR DESK

Useful models. Practical working records.

The day combines reference materials with drafts developed in the exercises. Each has a clear use beyond the workshop; the work reflects the evidence and perspectives available in the room.

01 Appreciation question card

A concise reference to the six workshop steps, with prompts connecting observed contribution, meaningful impact, individual preferences and fairness when choosing an appreciation response.

Use it to prepare a thoughtful moment of appreciation.

02 Contribution visibility map

A completed case map highlighting headline achievements alongside prevention, coordination, support and learning contributions, with questions about work that current recognition habits may overlook.

Discuss whose work is visible and whose is overlooked.

03 Specific message examples

Two draft appreciation messages developed and reviewed during the workshop, showing observed contribution, its impact and wording adapted to different recipient preferences and situations.

Adapt the structure when acknowledging a real contribution yourself.

04 Preference conversation prompts

A short set of respectful questions about timing, channel and audience, with scenario notes showing how to check preferences without making assumptions about individuals or groups.

Ask colleagues how they prefer their contribution to be acknowledged.

05 Fairness review checklist

A practical checklist examining visibility, access and consistency across roles, locations and shifts, paired with case adjustments that make the proposed appreciation habit more inclusive.

Review who may miss out before introducing a recognition habit.

06 Small trial and review plan

A draft experiment with a limited scope, employee input, review questions and adjustment points, alongside a personal commitment to test one thoughtful appreciation habit after the workshop.

Test a modest change and learn from employee feedback.

CONTINUE EXPLORING

Continue with the models, diagnostic manuals and development resources on the HR Delivery website. Workshop exercises provide a first application; a full organisational diagnostic or implementation assignment can be agreed separately.

[Open the framework >](#)

[Explore diagnostic resources >](#)



MAKE THE LEARNING COUNT

A better conversation. A practical next step.

Participants can begin by asking colleagues about appreciation preferences and practising a specific message when a real contribution occurs. Review whose work receives attention, then use employee feedback to adjust a small team habit before expanding any recognition initiative.

YOUR FIRST 30 DAYS

01

Days 1-7

Notice and ask

Observe a range of useful contributions and ask colleagues how they prefer to receive appreciation. Check whether existing team habits overlook particular roles, shifts or locations before choosing a change.

02

Days 8-21

Try one thoughtful habit

Practise a specific appreciation message when a genuine contribution occurs. With team input, try one modest change that improves visibility, respecting preferences and keeping any reward policy commitments clear throughout.

03

Days 22-30

Listen and adjust

Ask employees whether the appreciation was useful and whether the habit feels fair. Review who received attention, identify overlooked work and decide what to adjust, continue or stop after the trial.

Follow-through is participant-led. Additional facilitation, a full diagnostic or specialist support can be agreed separately.

AVAILABLE IN-HOUSE

Shaped around your organisation

The client and facilitator agree the in-house day and the team contexts to explore. Participants can bring anonymised examples of recognition messages or practices and review relevant policy; no employee survey or personal preference data is required.

PLAN YOUR IN-HOUSE WORKSHOP

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Discuss your workshop



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