5 EASY STEPS TO HELP YOU DELIVER A MEMORABLE PRESENTATION

CREATING AN IMPACTFUL AWARD PRESENTATION

After an award has been approved, celebrate the employee’s accomplishment and inspire others with a meaningful award presentation. It doesn’t have to be elaborate—in fact, simple and sincere is best—but there are a few best practices to keep in mind.

1. Be Timely
Present the award as soon as it is approved. Points deposit into an account automatically 5 days after approval so make plans to share the good news before the system beats you to it. You can see presentations upcoming on your mobile device—download the Great Work app!

2. Print It
Print out the award certificate and invite the recipient’s peers to attend.

3. Gather
Gather the team, either during a regular team meeting or call a spontaneous gathering. If a team meeting is not appropriate, try to follow up with the recipient in person or by phone to reinforce how much their achievement is appreciated.

4. Speak
Say a few words. Present the award by saying a few words about what the employee accomplished, how it made a difference, and what core value(s) it demonstrated.

5. Deposit
Deposit the points. Once the presentation is complete, deposit the award points into your recipient’s account.

THAT’S IT! SIMPLE, SINCERE, PERSONAL, MEMORABLE, YOU’LL QUICKLY FIND THAT THESE CELEBRATORY MOMENTS BUILD TEAM UNITY, FOSTER TRUST, AND INSPIRE OTHERS.