**Preparing Rewarding Policy and Guidelines**

**Identify actions that can be rewarded in your organisation.**

|  |  |  |  |
| --- | --- | --- | --- |
| Identification of the actions that can be rewarded | On individual level | On team/group level | On organisation level |
| Creating new ideas |  |  |  |
| Improving and increasing the overall productivity of the workplace |  |  |  |
| Important achievements of each worker or employee |  |  |  |
| Excellence in performance |  |  |  |
| Leadership qualities |  |  |  |
| Milestones crossed |  |  |  |
| … |  |  |  |

**Explain actions that can be rewarded.**

|  |  |  |
| --- | --- | --- |
| Action | Description | Keep in mind |
| Creating new ideas |  | Be fair.Be clear and transparent.Make the criteria strictly applicable. |
| Improving and increasing the overall productivity of the workplace |  |
| Important achievements of each worker or employee |  |
| Excellence in performance |  |
| Leadership qualities |  |
| Milestones crossed |  |
| …. |  |

**Define rewards (recognition/demonstration) according to identified actions.**

|  |  |  |
| --- | --- | --- |
| Action | Financial reward | Non-financial reward |
| Creating new ideas | *no* | */* | *Yes* | *Make it visible, wrote about new ideas etc.* |
| Improving and increasing the overall productivity of the workplace |  |  |  |  |
| Important achievements of each worker or employee |  |  |  |  |
| Excellence in performance |  |  |  |  |
| Leadership qualities |  |  |  |  |
| Milestones crossed |  |  |  |  |
| … |  |  |  |  |

**Argue your proposal.**

**Propose your own (updated) rewarding model taking into account various target groups and individual characteristics.**

Supporting materials to Module 7- *Rewarding Quality.*