

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		<p>Be fair.</p> <p>Be clear and transparent.</p> <p>Make the criteria strictly applicable.</p>
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	<i>no</i>	/	Yes	<i>Make it visible, wrote about new ideas etc.</i>
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*.