QUICK TIPS

WHY REWARD?
- TO MOTIVATE
- TO STIMULATE
- TO ENCOURAGE
- TO APPRECIATE
- TO THANK
- TO PROVIDE INCENTIVE

FOUR COMPONENTS OF RECOGNITION
- ACKNOWLEDGMENT
- ATTENTION
- FEEDBACK
- PRAISE AND CRITICISM

REASONS TO RECOGNIZE
- A JOB WELL DONE
- HARD WORK ON AN EVENT
- COMMITMENT TO GOALS
- BEING OPEN TO NEW IDEAS
- BEING FRIENDLY/CHEERFUL
- HANDLING TOUGH SITUATION
- BEING A MEMBER

TEN BEST WAYS TO REWARD
- MONEY
- RECOGNITION
- TIME OFF
- OWNERSHIP
- FAVORITE WORK
- ADVANCEMENT
- FREEDOM
- PERSONAL GROWTH
- FUN
- PRIZES

Remember: Use recognition often but appropriately—AFTER the fact, and make it special.

LEADING BITS TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADING BITS
Tips on Leadership Development
For GROUPS

When you think of a nice thing to do for someone, don’t just think it—do it. When you have a kind thought, express it. Bring it to life. Put it into action.

If you admire something someone has said or done, speak up and say so. His life—and yours—will be richer for it.

Never be content to think nice thoughts. Express them and do them.

John Luther

LEADING BITS
is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

Published July 2002
LeTourneau University
WAYS TO RECOGNIZE

• Smile, wink, and make someone laugh
• Treat someone to their favorite snack
• Send a birthday card or an impromptu fun card
• Arrange for discounts
• Give service stripes
• Plan an annual banquet or reception
• Recognize and accommodate personal needs and problems
• Post an honor roll
• Respect a person’s wishes
• Provide for them to have a manicure, massage . . .
• Give them gift certificates for a movie or restaurant
• Keep challenging someone
• Greet members, guests, presenters, participants by name
• Help develop self-confidence
• Give awards or plaques
• Take time to fully explain
• Speak warmly and sincerely
• Hold group or individual “jam” sessions
• Send newsworthy items to news media
• Have them be “King” or “Queen” for a day
• Create pleasant surroundings
• Enlist someone’s help in training others
• Take time to walk and talk with someone
• Commend a special person to supervisory staff
• Recommend to a prospective employer
• Provide scholarships to conferences
• Utilize as a special consultant
• Invite participation in policy-making
• Celebrate outstanding projects and achievements
• Nominate for service awards
• Carefully match volunteers with jobs
• Praise a person to his/her friends
• Plan social events
• Accept a person’s individuality
• Provide an opportunity for evaluation
• Have a “recognition issue” of the group’s newsletter
• Award special citations for achievements
• Learn more about the person being recognized
• Give a book of inspirational quotes
• Give “Great Job” or “A+” stickers or buttons
• Have a slide show at the end of the year
• Celebrate a “Member of the Week”
• Tie a ribbon and “Sweet Job” note to a candy bar
• Make coupons for something special—snacks, walk, etc.
• Give flowers or balloons
• Make a scrapbook of events
• Have an appreciation day for members or participants
• Have food or a party at the next meeting

Sometimes it’s not easy to find the words to say “Well done!” Perhaps this list will give you some new ideas:

You’ve got it made!
That’s RIGHT!
You're on the right track now!
You're very good at that.
Good work!
You’re really working hard today.
That's the best you've ever done.
Stupendous!
I knew you could do it!
Not bad.
You’re learning quickly.
Great!
You make it look easy.
Nice going.
Tremendous!
Keep up the good work!
That's coming along nicely.
Nothing can stop you now.
Awesome!
That's better than ever.
That's not half bad.
Sensational!
Good going.
You really make my job fun.
Now that's what I call a fine job!
Excellent!
Right on!
Good thinking.
Perfect!
You outdid yourself today.
Good for you!
You're doing beautifully.
You did a lot of work today.
You've got that down pat.
Clever!
I think you've got it now.
That makes me feel good.
Wonderful!
Way to go!
Terrific!
Congratulations.
Keep on trying.
Marvelous!
Much better!
I like that.
I'm very proud of you.
Fantastic!
Super!
That's really nice.
That's great.
Outstanding!
You must have been practicing.
Wow!