

# Presentation Tip Sheet

Presenting a recognition award to an employee gives you the opportunity to mark more than an accomplishment. You should use the occasion to reinforce those behaviors that make him or her a valued member of your team. This quick tip sheet will help any presenter quickly and easily prepare for any type of presentation.

Preparing an effective award presentation is as easy as asking yourself a few simple questions.

## *When/Where?*

**When and Where you present the award is important. You acknowledge the award's importance when you plan an event in advance.**

- Present the award as close to the time it is earned as possible.
- Make the presentation of the award a public event.
- Schedule a time and place that avoids stress.

## *Who?*

**There's much more to Who than the name of the recipient.**

- Note when the recipient joined your organization.
- Outline the recipient's title and responsibilities.
- Mention promotions and other significant career events.
- Involve members of the recipient's work team, asking them to relate their own observations about his/her contributions.

## *Why?*

**Answering the question Why enables you to tie the award to the behaviors that benefit your organization. Communicating the significance of behavior that plays an important part requires you to give some thought to specific behaviors and achievements.**

- Give examples of dedicated performance, extra effort to complete specific projects and ways the recipient's overall character and personality have been an asset.
- Note specific ways the recipient has supported your organization's mission, vision, guiding principles and values.
- Review the recipient's support of new projects, new businesses and leadership changes.
- Show how the recipient's career goals have helped your organization to achieve its goals.

## *What?*

**Describing the award itself also plays a role in your presentation. Take the time to understand how the symbolic nature of the award ties to the individual.**

- When the individual has chosen from a collection of awards, note how that choice ties to a hobby or special interest.
- Demonstrate how the award ties to the behavior for which the recipient is particularly valued.