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## Assess the Effectiveness of your Reward and Recognition Programmes

	Yes	No	Unsure
Do you have a multi-layered reward and recognition programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your people feel important and appreciated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you recognise their contribution, and give them a fair share of the credit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you build team spirit with celebrations and widespread recognition of both individual and team performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you take a personal interest in your people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you always say "please" and "thank you"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you always give your full attention to the person talking to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you can't pay full attention and listen actively, do you set a time with the person to meet when you can?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you personally take the time to congratulate people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you sometimes put your praise in writing to give extra impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give public credit where credit is due?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process where teams can nominate somebody for recognition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you promote on the basis of performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you celebrate success?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep your commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have incentive programmes in place that recognise individual and team performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>