EMPLOYEE RECOGNITION **PROGRAM**

LMA
LEVY MARKETING + AWARDS

COMPANY NAME   # OF EMPLOYEES   BUDGET

COMPANY VALUES AND GOAL OF THE PROGRAM

What is the overall goal of your program? Increasing engagement, increasing productivity, or maybe aligning values with actions?

ACTIONS/BEHAVIORS YOU WANT TO RECOGNIZE

Do you want your program to focus on years of service, or completion of goals, or displaying great leadership or initiative? Maybe all of these in one program?

NOMINATION PROCESS

Do you want nominations to come from employees or managers or both?

REWARDS/CUSTOM AWARDS

Think about what type of rewards you want to go with each behavior/action you want to recognize. Do you want to do a points based system or do you want to choose rewards ahead of time?