Within the workplace, recognition and value can be described as communication between each of us that rewards us for achieving specific goals, or for producing high-quality results.

Recognising when someone has done a good job not only helps them feel better about their work and feel valued, but it also makes it more likely that they will behave in that way again.

To support you to recognise and support your colleagues and teams, we have developed some useful questions and top tips.

What is my role as an individual?

To help you think about your individual role in contributing towards recognition, consider these three simple questions:

- Have you ever had a difficult day at work, which was turned around by a simple ‘thank you’?

- Do you appreciate it when your colleagues/managers/patients take the time to say ‘thank you’?

- Does recognition from your colleagues/managers/patients make for a better day at work?

If you have answered ‘yes’ to any of these questions, then you understand the power of recognition and can reflect this in your actions towards your colleagues, to help create a culture where everyone feels valued.

Top tips

- In its simplest form, your contribution as an individual is to never underestimate the power of a simple ‘thank you’. The next time you see a colleague go the extra mile, or deliver exceptional service, make sure you tell them.

- It is also important to realise that not everyone likes to be recognised in the same way, so get to know your colleagues and tailor your feedback to suit the individual.

- Your organisation probably has some formal mechanisms, for example, newsletter articles, ‘thank you’ postcards or awards schemes, for helping colleagues to recognise each other’s work.

- Speak to your manager or look on your intranet to find out how to help shape the design of future recognition schemes, by providing feedback on what you would like to see.