



QUICK GUIDE FOR LEADERS

Building a Culture of Recognition

Creating a culture of recognition starts with small, consistent actions. Use this guide to weave recognition into daily interactions with your team.

Key Attributes of Effective Recognition

Be Authentic: Say what you mean. Let your compliments be genuine and heartfelt.

Be Timely: Recognition should follow soon after the positive behavior or achievement.

Be Specific: Describe exactly what the co-worker did, avoid vague praise.

Focus on the Process: Recognize effort, creativity, and perseverance, not just outcomes.

Share the Impact: Connect their actions to positive outcomes for the team or organization. Reinforce alignment with your core values.

Easy Ways to Recognize Daily

Regular Check-Ins: Ask about workload, challenges, and career growth in your 1:1s.

Personal Connection: Show interest in their lives, goals, and passions.

Respect Time: Start and end meetings on time. Avoid after-hours contact.

Acknowledge Feedback: Let them know their input matters.

Support Development: Offer opportunities to grow. Recognize when they take initiative to learn or improve.

Simple Prompts to Show Recognition

- “I really appreciated how you [specific behavior]. It made a big difference because [impact].”
- “Your effort on [project] really stood out, especially how you [specific example].”
- “Thanks for pushing through [challenge]. It showed real commitment and creativity.”
- “What you did perfectly captured our value of [value]. Great work!”
- “I know that it’s a lot of work to [task], but I want you to know that the fact you do this [so well/with so much care/with such detail/etc] is critical to UCI/UCI Health.”
- “Just wanted to say thank you for [specific action]. It made my day easier.”