

## 5 Easy Steps To Give Great Employee Awards



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Awarding employees for good customer service or a job well done is important to keep them motivated and excited about their positive efforts and the results they are creating. It is a simple thing you can do for your company that does not have to cost more than what your budget can allow.

Giving these customized awards and gifts to your employees can be a rewarding and easy task if you follow the appropriate plan, like what we have laid out here. It can also be tax deductible! (add link)

Keep in mind that the goal of giving an award is to motivate your employees to strive to their highest potential. You need to choose awards that are within your proper budget, appropriate for the employee, and with a purpose. Follow the steps below for an easy step by step process of choosing awards and saving yourself money.

### 1. Know Why You Are Giving An Award

Did a particular employee do an exceptional job or give great customer service? Did a department meet and exceed their goals? Are there particular milestones for attendance and loyalty to reward?

Any good behavior can be cause for rewarding your employees. When you develop an awards plan, you are able to outline exactly what you are looking for and how to reward the employees. We have information about how to make an appropriate awards plan and even how to apply appropriate tax deductions..

When you plan your awards presentation, you will be able to match the appropriate employee to the award. You will then know exactly how many awards you need and why.



### 2. Choose The Appropriate Budget

Certain types of awards warrant a small luncheon or gift, some achievements deserve much more, and a 25-year milestone at the company might call for a large dinner or a prestigious award or maybe both. It's up to you to determine how much you are willing to spend for the awards and the ceremony.

Looking at your list of what awards you would like to give, you will be able to break up your budget into various amounts that you would like to spend on each award. Don't get trapped by a dollar figure, look at the big picture. It's better to do something smaller but very nice quality..

### 3. Choose The Appropriate Award



Quality trophies and plaques do well for groups and departments that have done a good job. They are easily displayed in the office and can stimulate your employees to meet and exceed those targets again. People love looking at something nice and remember back at the achievement.. And remember, Millennia's tend to prefer

quiet and understated awards rather than large displays. Meaningful awards beat quantity every time.

If you are rewarding many employees who have reached the same level of achievement, be sure to be fair and unbiased. In this case, it would be better to provide the same award to each employee.

There are thousands of different types of awards you can give out. Some might range from a small coffee mug or keychain all the way up to large crystal, stone, Lucite or metal trophies.

#### 4. Choose The Appropriate Words

The one thing we strongly recommend is you personalize each award to the person it is for and why they are receiving that award. The award itself should highlight why the award was given and prominently display the recipient's name.

Certain types of awards lend themselves to long text. Others do not have space to put a lot of information. You must be careful that everything you want will fit on the award.

Awards can be one of a kind and totally custom, or something already produced waiting to be decorated. In either case use a qualified resource who can give you the very best overall design. We are here to help you with custom design, logos and layouts if needed.



If you are presenting one award to multiple people, make sure everyone's name will fit on the award. Be sure to organize the information clearly so the company you choose to do the engraving will understand who gets what award and what you want.

#### 5. Stick to a Timeline

As beautiful as they are, awards and trophies take time to create. Each company has their own specific rules to follow for lead times. You should plan at least 2-4 weeks prior to your award ceremony to place your order and make sure everything is finalized. Some awards take longer yet, we'll be able to guide you to your best solution. We have extensive capabilities and can produce many styles of totally custom awards in just a couple weeks.

Before production you should expect a proof to review and approve. If all looks correct, production can take an additional 5 to 10 days. Shipping may take another few days to a week. If you have any changes to make, you will need to add additional days to your timeline.

Of course, if you are in a rush or time got away from you, most companies have expedited processing and shipping to get you your awards quickly. It just costs much more.

## Conclusion

Giving awards is a positive way to help inspire, empower, and motivate your employees so they feel acknowledged and more appreciated and have a big sense of accomplishment. It is not challenging to prepare the appropriate award, but it does require some planning. If you follow these steps, you will be.



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