



A Guide for Making *Recognition Presentations*

Dear Presenter:

We've prepared this guide to help you develop successful recognition presentations. Use those suggestions that best suit your individual needs. With careful planning, you will be able to execute presentations that make the recipients feel good about themselves as well as the company. The presentations should be made on or as close to the event dates as possible.

Employee's Contributions:

Acknowledge the employee's contributions to the company's success.

- Achievements • Special efforts • Personal sacrifices • Mention people, places events and dates

Employee's Lifestyle:

Create a personal aspect to the presentation by relating it to the employee's lifestyle.

- Personal interests, organizations, hobbies • Family • Successes outside of the workplace
- Relate gift to employee's interest

Make it Unique:

Make the presentation so that it could only relate to the recipient.

- Successes, awards, promotions, skills learned • Events during recipient's employment
- New products introduced • New clients • Company growth

Preparation & Practice:

- Customize and review your script • Practice your presentation • Ensure you have all presentation materials on hand
- Take a deep breath and relax

Schedule the Event:

- Schedule a specific time and date • Arrange a meeting place in advance
- Announce the event to co-workers and team members
- Invite upper management • Create an atmosphere of celebration

Recipient's Name _____	Current Responsibilities _____
Presentation Date _____	Specific Achievements _____
Original Employee Date _____	Spouse's Name _____
Current Job Title _____	Children _____
Previous Title _____	Outside Interests _____
and Responsibilities _____	Humorous Anecdotes _____