



Engaging Conversation Starters

Q04. In the last seven days, I have received recognition or praise for doing good work.

One of the challenges you face when giving employees recognition or praise is that meaningful recognition to one person may not be as valuable to the next. Formal and informal conversations with your employees can help you identify what motivates them and give timely praise.

Quick Connect Conversation

A Quick Connect is a one- to 10-minute conversation to stay connected with employees and their short-term work.

Questions to Ask	Sharpen Your Approach
<ul style="list-style-type: none"> • What are you focusing on? What is going well with that? • What are you proud of that you've been working on? • How do you like to receive recognition for your successes? 	<p>Listen for opportunities to praise and celebrate team members' successes. Let them know that you recognize and value their contributions.</p> <p>Listen for the kinds of recognition that might work best for each person.</p>

Team Check-In Conversation

A team Check-In is a 10- to 30-minute conversation to discuss team successes and current needs while still keeping a focus on the team's future work.

Questions to Ask	Sharpen Your Approach
<ul style="list-style-type: none"> • What have we achieved together recently that we are most proud of? • What contributed to this success? • What are we doing to recognize one another? Could we do more? What would that look like? 	<p>Use this team conversation to help the team celebrate successes and accomplishments. Encourage team members to recognize one another for their best efforts.</p>

Individual Developmental Conversation

Developmental conversations are typically 10 to 30 minutes. They help assess and identify employees' engagement needs.

Questions to Ask	Sharpen Your Approach
<ul style="list-style-type: none"> • How do you like to receive recognition for doing good work? • What is the best recognition you've ever received? • What type of recognition is most motivating to you? • How do you recognize your fellow coworkers for doing good work? 	<p>Listen for the types of recognition that would be most meaningful to this person. Consider the timing and how (e.g., public vs. private) this person prefers to receive recognition.</p>