TOOL 13

Peer Recognition Program

PURPOSE: *Set up a simple system where team members recognize each other, so appreciation flows from all directions rather than only top-down.*

Team: *Enter team name*	**Channel:** *e.g., #kudos*	**Launch date:** *MM/DD/YYYY*	**Owner:** *Enter name*

SETUP

- ☐ Create a #kudos Slack channel (or equivalent)
- ☐ Establish a simple format for recognition
- ☐ Model the behavior yourself
- ☐ Celebrate examples in team meetings

SETUP — NOTES

FORMAT

@*[Person]* kudos for *[specific action or behavior]*!

Impact: *[how it helped]*

Example: “@Sarah kudos for jumping in to help debug the production issue last night! Impact: You got us back online 2 hours faster and saved our customer demo.”

AMPLIFICATION

- ☐ Share notable kudos in team meetings
- ☐ Include peer recognition in performance reviews
- ☐ Aggregate kudos monthly to spot patterns
- ☐ Send each person a summary of the kudos they received

ENCOURAGING USAGE

- ☐ Ask: “I saw [X] did something great, did anyone recognize them?”
- ☐ Share your own peer recognition as examples
- ☐ Thank people who give recognition to others
- ☐ Make it easy: simple format, accessible channel

MONTHLY KUDOS SUMMARY

Team member	Kudos received	Kudos given	Patterns worth noting

WHY THIS WORKS

- ☐ People hear appreciation from colleagues as well as managers
- ☐ Recognition becomes part of culture rather than a management duty
- ☐ Builds team cohesion and psychological safety
- ☐ Surfaces contributions you might not see

> **Pro Tip:** Your role is to create the system and model the behavior. The team makes it thrive.