

Recognition Committee Planner

Use this simple worksheet to make sure you've got all the essential team members covered, bearing in mind that you may not need a name in every single role. Then call your first meeting and get your journey to a new recognition partner started.

EXECUTIVE	Usually the sponsor and approver. Often an HR VP, CHRO, or CEO. The cost of the program typically comes out of this person's budget, and they are ultimately responsible for its overall reception, impact, and ROI.	NAME(S)
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TECHNOLOGY SPECIALIST	IT integration and implementation. Top concerns will be security, limiting disruption to IT processes, and hours required for implementation. Their experience with analysts like Gartner, Forrester, Bersin, etc., may also help identify potential providers.	NAME(S)
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HR TEAM	Shared owners of the program. Often HR leaders, program admins, comp and benefit or talent management specialists. These people understand employee preferences and HR technology and data system requirements. They provide critical perspectives on total rewards and workplace culture.	NAME(S)
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INTERNAL COMMUNICATIONS	Branding and communication. These folks may be part of HR, marketing, or the creative group. They can help connect employee recognition to your corporate purpose, behaviors, and values.	NAME(S)

PROCUREMENT

Vendor selection process, payment, contracts. Despite their reputation for price-consciousness, procurement in most larger organizations is a solid strategic partner that can help you establish clear objectives and make smart decisions.

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LEARNING & DEVELOPMENT

Training and adoption. Like any new initiative, a new recognition solution involves change. These people manage change for a living. They can teach employees the what, why, and how of recognition to improve early adoption and long-term participation.

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GLOBAL SPONSORS

Global rollout. If you have employees in different countries, make sure there is a representative for international locations who can give feedback on regional needs, data security policies, and logistics.

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OTHER ROLES**JOB-SPECIFIC LEADERS**

Anyone to represent different workforce populations, lines of business, locations, or types of employees (offline, remote, sales, manufacturing, etc.) at your organization.

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LEGAL

You may want to invite someone from your legal team to help consult with tax, fairness, diversity and inclusion, and other issues.

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ACCOUNTING OR PAYROLL

These people can help you sort through issues such as invoicing/billing, currency conversion rates, etc.

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