





Name of Team:

<i>What's your language of appreciation?</i>	 <b>Words of Affirmation</b>			 <b>Tangible Gifts</b>			 <b>Acts of Service</b>			 <b>Quality Time</b>			
	Name	Primary	Secondary	Least Valued	Primary	Secondary	Least Valued	Primary	Secondary	Least Valued	Primary	Secondary	Least Valued

Adapted from Paul White's  
"The 5 Languages of Appreciation in the Workplace"



When we **feel appreciated**  
we are **motivated to climb higher.**

According to the **SHRM / Globoforce National Survey:**

**51%** of **managers believe** they do  
a good job **recognizing employees**

**17%** of **employees believe** their manager does  
a good job **recognizing them**

**Why are employers missing the mark?**

**Not everyone feels appreciated in the same ways!**

## **The 5 Languages of Appreciation in the Workplace**

Learn to speak appreciation that makes people feel truly valued.



**WORDS OF AFFIRMATION** - praise communicated orally or in writing



**QUALITY TIME** - focused attention such as having individual time with your supervisor  
"hanging out" with coworkers, working together on a project



**ACTS OF SERVICE** - helping coworkers troubleshoot or complete a time-sensitive project



**TANGIBLE GIFTS** - giving a small gift reflecting colleagues' food preferences and hobbies

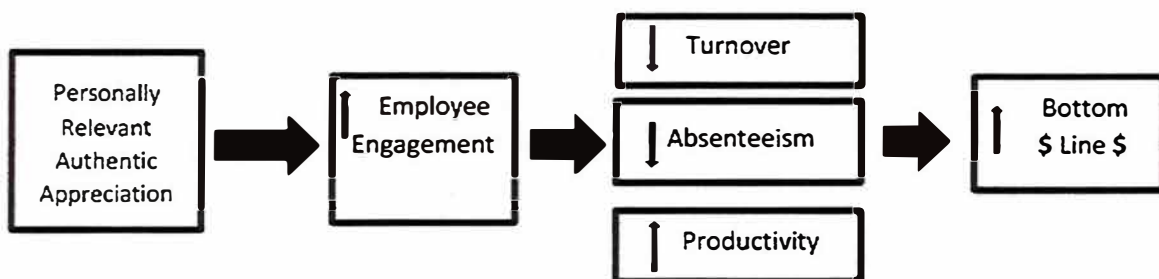


**PHYSICAL TOUCH** - usually acts of spontaneous celebration like a "high five", fist bump or congratulatory handshake

## Make Authentic Appreciation Part of YOUR Workplace

### WHEN TEAM MEMBERS FEEL APPRECIATED GOOD RESULTS FOLLOW

- Reduced absenteeism and tardiness
- Lower staff turnover
- Improved relationships: Supervisors /Team Members, between Colleagues
- Less internal tension and conflict
- Improved cross-team productivity
- Increased job satisfaction and employee engagement
- A more positive workplace



### KEY COMPONENTS FOR EMPLOYEES TO FEEL TRULY APPRECIATED

- **Communicated regularly.** People need a consistent message that they are valued. Once or twice a year at an employee's performance review or monthly reward ceremony doesn't get it done. Taking a moment to express appreciation is time well spent.
- **Individualized and personal.** A blast email to the team saying, "Good job team!" doesn't say anything about the shipping clerk who worked late to get the order out. Be sure to use the person's name, and specify the behavior or personality characteristic that you appreciate.
- **Meaningful to the recipient.** We found that even if you get the language of appreciation correct for a person there are still many actions within the language that can "hit" or "miss" the target of an individual. With some intentionality (possibly including the help of our Motivating By Appreciation Inventory), it is easy to become "fluent" in a teammate's appreciation language.
- **Perceived as authentic.** The biggest complaint about employee recognition programs is that they feel contrived and impersonal. If the message isn't perceived as authentic, it is a waste of time. Making appreciation a habit by taking the time "in the moment" to express appreciation for the things you value is an excellent way to boost the message's authenticity.