

SEHG IN-PERSON WORKSHOP SERIES

Recognizing Employee Excellence

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Recognizing Employee Excellence workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-SM-2695 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Recognizing Employee Excellence

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About This Workshop

The success of any business is intricately tied to its employees, making them invaluable assets within the professional environment. When we recognize their excellence, we do more than just validate their hard work; we pave the way for a workplace culture of motivation and drive. Employee recognition is the timely acknowledgement of a person's or team's behavior, effort, or business result that supports the organization's goals and values. Many corporations are now realizing the immense potential of building a recognition culture, and are consequently experiencing the numerous benefits this strategic move brings along. Recognition and rewards of our efforts at work do not just make us feel good, but it also motivates us to maintain high standards and continually strive for excellence. The Recognizing Employee Excellence course will provide participants with the tools to design an employee recognition program, develop effective recognition strategies, and ensure that recognition is both fun and tailored to employee needs. With these insights, participants will be better able to align their teams' efforts with the company's vision, leading to increased job satisfaction, higher productivity, and improved business results.

Sales and Marketing course: Recognizing Employee Excellence.

Workshop Objectives

- Define recognition, appreciation, and rewards
- Explore the types of recognition and rewards
- Determine ways to create a recognition culture
- Identify the important steps in designing a recognition program
- Determine effective recognition strategies and best practices
- Explore the connection between recognition and well-being

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Recognizing Employee Excellence course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

SYNERGY EDUCATION HOLDINGS GROUP

Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Recognizing Employee Excellence

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group