

SHOWING APPRECIATION - Training Activity

Introduce the activity by discussing the importance of being appreciative and how it can make a positive impact on job satisfaction, relationships with others and the overall work environment. This information can be delivered via lecture or discussed through group interaction. Either way, the following points should be made:

- When you appreciate what you have, instead of dwelling on what you don't have, you stay in a more positive frame of mind. *Result:* You tend to be happier and others want to be around you.
- When you take the time to thank someone for doing a good job, they are likely to perform at the same level — or do even better — next time. (Studies show that recognition — not money — is the true motivator of productivity.) *Result:* Higher level of performance.
- In workplaces where people show appreciation to one another, there are fewer situations where people feel taken for granted. *Result:* Less dissatisfaction and resentment.
- Being appreciative of others (and what they contribute to the organization) is a sign of respect. *Result:* A more respectful workplace overall.

Have group members think about a time when someone went out of their way to show them appreciation. How did it make them feel? How did they react? If time allows, have participants share their answers with the group.

Next, have group members think about what/who they should be grateful for (in the context of their job) and how they could show it. Pass out a worksheet containing the following example. We have provided a master on page 2.

Who	Take Action	By When
<i>Identify co-workers or colleagues who are responsible for making things go well at work</i>	<i>How can you show them your appreciation?</i>	<i>Set a deadline for when you will do this.</i>
Example: Ashley – she always helps me get my shipments out on time.	Make a special trip to her work area. Tell her how much I appreciate her help.	By end of the week.

Optional Follow-Up: Reassemble the group after they've had time to complete the actions they've identified. Ask them to share: What reactions did they receive? How did showing appreciation to others make them feel?

Be Appreciative Worksheet

Use the table below to help you show appreciation for the people around you who make it possible for you to do what you do at work.

Who	Take Action	By When
<i>Identify co-workers or colleagues who are responsible for making things go well at work.</i>	<i>How can you show them your appreciation?</i>	<i>Set a deadline for when you will do this.</i>
<i>Example: Ashley – she always helps me get my shipments out on time.</i>	<i>Make a special trip to her work area. Tell her how much I appreciate her help.</i>	<i>By end of the week.</i>