

REFLECTION & CELEBRATION – QUICK GUIDE

FROM EFFORT TO ENERGISED MOMENTUM

Purpose:

To embed a culture of meaningful recognition, reflection, and celebration that fuels individual and team growth.

Why Recognition Matters

Recognition isn't just a feel-good gesture; it has profound effects on our brains. Practicing gratitude and giving positive feedback can rewire neural pathways, enhancing well-being and resilience.

The G.E.M. Reflection Template

G
E
M

GRATITUDE

What are you thankful for this week?

EXAMPLE

Describe a specific instance where you or someone else demonstrated excellence.

MOMENTUM

What progress have you made, and how can you build on it?

The A.I.R. Model Recognition Guide

A
I
R

ACTION

What specific action did the person take?

IMPACT

What was the result or effect of this action?

REWARD

What acknowledgment or appreciation is appropriate?

Example: "When you took the initiative to organize the team meeting (Action), it streamlined our project timeline (Impact). Great job!" (Reward)



Recognition Language: Words That Stick

Choose words that resonate and reinforce positive behavior:

- "I appreciate your dedication to..."
- "Your effort in [specific task] made a significant difference."
- "Thank you for going above and beyond with..."

Celebration Planning: With and Without a Budget

With a Budget:

- Team lunches or dinners
- Gift cards or bonuses
- Professional development opportunities

Without a Budget:

- Public acknowledgment during meetings
- Handwritten thank-you notes
- Feature in company newsletters or emails

Next Steps:

1. Incorporate the G.E.M. reflection in weekly team meetings.
2. Use the AIR model to structure your recognition messages.
3. Plan monthly celebrations, considering both budgeted and non-budgeted options.