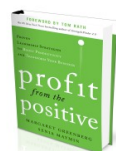


FREQUENT RECOGNITION AND ENCOURAGEMENT (FRE)

MANAGER SELF-ASSESSMENT

Objective: To determine how much you use recognition and encouragement today to help keep your employees engaged. Place a check in the box that best describes you.

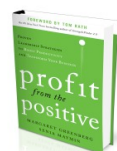
	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
1. I regularly recognize the accomplishments of my employees.					
2. I regularly recognize project milestones.					
3. People often describe me as an enthusiastic supporter of my team.					



	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
4. I recognize even small accomplishments.					
5. I regularly encourage and/or praise my employees.					
TOTAL					

Scoring Key

- If most of your check marks are in the **first two columns**:
You have a huge opportunity to reap the productivity gains associated with giving frequent recognition and encouragement.
- If most of your check marks are in the **middle column**:
You are probably doing a number of things right. Be even more intentional about giving FRE. You will find a number of practical tools and techniques in this book to help you.
- If most of your check marks are in the **last two columns**:
You and your employees are already reaping the benefits associated with FRE and are great role models for others. Keep doing what you're doing.

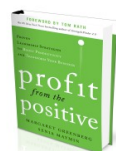


EMPLOYEE ASSESSMENT OF MANAGER

Objective: To provide your manager with feedback on how well he or she provides recognition and encouragement to you and other employees. Place a check in the box that best describes your perspective.

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
1. My manager recognizes my accomplishments regularly.					
2. My manager regularly recognizes project milestones.					
3. I would describe my manager as an enthusiastic supporter of our team.					
4. My manager notices even small accomplishments.					
5. My manager regularly encourages and/or praises me.					
TOTAL					

Please return this assessment to your manager.



Scoring Key

- If most of your employees' check marks are in **the first two columns**:
You have a huge opportunity to reap the productivity gains associated with giving frequent recognition and encouragement.
- If most of your employees' check marks are in the **middle column**:
You may want to follow up with your employees individually and find out what they are thinking. Could they be afraid to provide candid answers?
- If most of your employees' check marks are in the **last two columns**:
Your employees feel valued and appreciated and are more likely to be highly engaged and productive.

Compare Your Self-Assessment with Your Employees' Assessments

- How closely did your self-assessment match your employees' views of you?
- What are one or two actions you can do to make recognition more of a habit?

