

AWARD PRESENTATION WORKSHEET

Complete one sheet for each person you plan to recognise detailing: why you are recognising them, along with what it means to your organisation as well as to you personally. Remember the more specific you are, the more memorable and meaningful your message will be.

Example Presentation Remarks

“Charlotte is celebrating 3 years with the company and in the short time she's made a great impact to her team and the purchasing department as a whole. Her initiative to revise the department training manual when she first joined, was something that really impressed me and further more the reflection she showed to make ongoing amendments means that the team now has a working manual that supports new colleagues in their initial training. In recent months Charlotte has been working tirelessly to develop a partnership with an important supplier, which we believe will support us to grow in other areas of business and provide a better product to our customers. I've been really impressed with the way that Charlotte has proactively handled this project and I'd like to take this opportunity to say thank you Charlotte for all your hard work and dedication.

Recipient's Name _____ Start Date of Employment _____

(Phonetic Pronunciation) _____ Total Years of Service _____

Department _____ Job Title _____

Key Responsibilities _____

Original Job Title *(use in case of promotion)* _____

Specific Contributions to the Organisation _____

Hobbies _____

Family (spouse, children) _____

Funny Stories _____

Award Details

Name of Award _____ Why? _____

What does it mean to...

The Organisation _____

The Team _____

You Personally _____

Presentation Remarks _____
