

Manager Guide - Service Anniversary Recognition

Their work makes an impact. Show them a world of thanks!



As a manager, we invite you to take an active role in celebrating your team member's upcoming milestone anniversary. Service anniversaries are a wonderful opportunity to recognise and reward your team member's commitment and contributions in a meaningful, impactful way.

We encourage you to use your imagination and make the announcement unique to the team member and department. Use the following strategies in your upcoming presentation to the honouree.



Be Timely

Present the service anniversary award in person to the team member on or very close to the anniversary date. Plan your presentation based on the level of attention each honouree is comfortable with. When honouring multiple employees, be sure to recognise each employee individually.



Personalise Appropriately

Plan a recognition that's tailored to the individual being recognised. Would this recipient be more relaxed in a smaller group setting? It's important to inform the honouree that a special event is being planned and discuss any concerns beforehand so that there are no uncomfortable surprises.



Gather Your Team

Where appropriate, schedule a time when the presentation can be made to the honouree in the presence of peers – at a staff meeting or team lunch. The presentation should be celebratory.



Recognise

Make the event personal by recounting specific contributions the honouree has made to you and the organisation. Remember, reaching this anniversary milestone is a fantastic achievement as well.



Engage

Invite team members to share any work-related stories, and give the honouree an opportunity to share some stories or say a few words of thanks.

Service award recognitions are a great way to demonstrate the respect you have for your employee's contributions to the organisation – so pull out all the stops! Remember, it's the timeliness and personalisation that make a lasting impression.

Thank you for taking your key role in this tradition to heart, and thank you for helping make this milestone the best it can be for your employee.





Creating a Public Recognition Speech

You don't have to be an experienced public speaker to make this occasion meaningful for the honouree. Your presentation can be short and simple while still recognising the team member's milestone achievement. Just follow these helpful instructions and take some time to practice before the presentation!

To create your own script for the presentation, follow this framework:

1. Welcome all attendees.
2. Introduce the honouree and the anniversary he or she is celebrating.
3. Say something specific about the honouree's contributions to you and your team.
4. Thank the honouree for their service.

You can also:

5. Invite other team members to say a few words.
6. Encourage the honouree to share some stories.
7. Wrap up by congratulating the honouree and thanking everyone who attended.

It's important to make the presentation all about the honouree and put as much focus on that person's milestone achievement as possible. By allowing team members and the honouree to tell anecdotes, the presentation becomes engaging, light and celebratory. Give people as much time as they need and take time to laugh and applaud, while encouraging others to participate. Try not to stick too closely to your script, as that can often come across as prescriptive or insincere.

If you need additional help with your presentation, you're welcome to use the provided script below. Feel free to customise this script as needed for each anniversary presentation you give.



Sample Service Anniversary Script

Welcome, everyone! Thank you for coming!

We're here to celebrate <Name's> <number> service anniversary.

[Lead the applause; then begin speaking directly to the honouree.]

Recognising service anniversary milestones is one of our proudest traditions, and it's a wonderful opportunity to acknowledge your years of dedication to our company.

In the <number of> years that you have worked here, you have <insert achievements or accomplishments>.

Examples:

- *Led core team*
- *Helped design/build/launch xyz product*
- *Met or exceeded specific goals such as quality metrics*
- *Developed new processes/implemented new procedures*
- *Demonstrated our core values/behaviours*
- *Been a consistent, dependable team player*

I've worked with you for more than [number of months/years] and have developed great respect for your experience and the way you interact with our group. I sincerely appreciate the value you bring to the entire team.

So, on behalf of our leadership, the team and myself, thank you for being an integral part of our company and congratulations on achieving this special milestone.

[Lead the applause.]



Optional Add-on

I'd now like to invite other team members to say a few words.

[Call out people who want to congratulate the honouree.]

Thanks, everyone, for sharing your stories and your congratulations.

[Ask the honouree if he/she would like to share any memories.]

Those are such great memories of your time here; thank you for sharing them with us, and for being such an integral part of this organisation. Congratulations!



To learn more about how BI WORLDWIDE can help you implement results-based recognition in your organisation, visit BIWORLDWIDE.com.au or email enquiries@au.biworldwide.com.

