



Memorable Presentations....celebrating the achievement

Creating the Moment

A recognition presentation can be a formal, organized affair in front of a large group, a more informal gathering of a small work-group, or even a one-on-one personal presentation. Whatever the case, some simple steps can help make the moment more memorable for the employee, while sharing a motivational message with the group.

Preparation and Practice

Preparation doesn't mean long hours spent agonizing over speech writing. A review of the basic steps of preparation following a simple outline of presentation content is all you will need for an effective presentation.

The Basics

1. Remember the primary goal – to provide meaningful recognition for individual achievement while inspiring your team to meet their potential.
2. Utilize your event checklist for simple preparation for conducting an effective recognition ceremony.
3. Include specific accomplishments and personal information in your comments.
4. Sincerity and enthusiasm are key to the presentation.
5. Relax and enjoy the celebration!

The Event Checklist

- ☐ Determine when and where you will make the presentation.
- ☐ Determine who will participate, and pass along invitations if necessary.
- ☐ Prepare your comments including some pertinent information about the recipient utilizing the Recipient Info Card below.
- ☐ Ensure any material(s) including award if applicable is prepared for the presentation.

Presentation Outline

1. Welcome recipient and other attendees.
2. Announce the purpose of the presentation. Reference the value of the recipient and what they mean to the organization.
3. Invite the recipient to step forward, and share some pertinent information about the employee from the Recipient Info Card below.
4. Briefly touch on the employee's current responsibilities and role in the organization.
5. Share specific info on why the employee is being honoured.
6. Present the award or other presentation material(s) if applicable.
7. Thank the recipient for their contributions.
8. If appropriate, invite the recipient to say a few words.
9. Thank the recipient again, and end the ceremony by thanking everyone for attending.



Recipient Info Card

Recipient Preferred Name: _____ Title: _____

Responsibilities: _____

Past Work History with Organization: _____

Award (ie service recognition, retirement, etc.): _____

Applicable Date (ie. Anniversary date) _____ Presentation Date: _____

Specific Contributions and Accomplishments: _____

Special Notes: _____