



Hello Team,

Below is a summary of all of the Employee Engagement/Recognition/Retention items that are being implemented throughout CFG programs. Thanks for all of your input 😊

Engagement

- **Facility Newsletter:** *Highlighting one staff member per month, Staff can submit something in the newsletter (humor, therapeutic, various games/puzzles), all put out and organized by the Team*
- **Social Gatherings throughout the year**
- **Staff Potlucks at each site**
- **Committees within the program led by staff (not managers/supervisors)**
- **Birthday Cake Club:** *each person has a partner in which you re responsible for one another's Birthday Cake to be shared and celebrated with the team*
- **Secret Pal:** *staff fill out a questionnaire specific to their favorite things, those forms are placed in an envelope and randomly chosen, the person whom you select is your "Secret Pal" and your job is to make them smile each day- this doesn't have to cost any \$, but simply figure ways to get to know your pal and make them smile and then there is a big Secret Pal Reveal after about 8 weeks*
- **Each person fills out a form that asks them personal questions about how they like to be motivated**
- **Bi-weekly updates via email on what is going on in the company**
- **Welcome Packets**
- **Open Door Policy**
- **Pollyanna**
- **After every interview, send a handwritten card to thank them**
- **Clinical Webinars:** *Host monthly webinars where we invite providers to present to their colleagues on topics that they find interesting.*
- **Linked-In:** *We have created a designated Linked-In group that is specific to our team of providers and we've done a similar thing with Facebook.*
<https://www.linkedin.com/company/insight-telepsychiatry-llc>
- **Contests or campaigns**

Recognition/Appreciation

- **Praise/Thank you cards**
- **CFG anniversary/thank you cards**
- **Employee of the Month**
- **Annual Luncheon recognizing employees of month and 5,10,15 year employees**
- **Wall of Employee of the Month**
- **Employee Praise Board:** *staff praise each other*
- **Employee Birthday Board**
- **WOWS:** *a carbon copy form that any staff can fill one out for any other staff that "WOWs" them by going above and beyond, one copy goes to recipient and one goes in a bin and at every staff meeting they are read to all, one is chosen on a quarterly basis to win a \$25 gift card*
- **STAR of the Week:** *given to a staff who went above and beyond that week, this is selected by admin team, this person receives \$5 Wawa gift card and a certificate to hang in their office*
- **Chocolate, snacks, treats**
- **Employee Appreciation Lunch or Breakfast on Site (quarterly)**
- **Staff of the quarter:** *a gift basket that includes little things that the recipient enjoys*
- **Praise at staff meetings/in front of others**
- **"Make my day" binder:** *Staff complete a survey of some things they like (snacks, music, tv show, etc.) then other staff can give a note or a token of appreciation whenever they want to "make someone's day." It is kept in the staff room for everyone to access.*
- **Bring in a Box of Joe for all to enjoy**

- **Quarterly gift card raffle:** *Only way to get your name into the raffle is perfect time and attendance.*
- **Jeans Day**

Retention

- **Supervision**
- **Annual increases**
- **Bonuses**
- **Graduation and Achievement Celebrations**
- **Delegate to the person's strengths**
- **Attainable goals and supervisor follow up**
- **Tuition reimbursement**
- **Action taken as a result of CFG Survey**
- **Perks program**
- **Flexible Schedule Options (i.e. summer schedule)**
- **Perfect Attendance Bonus**
- **Manager showing concern for their employees (sending flowers for special life events)**

What we still need...

Orientation (CFG)

Continued Management Training