

KUDOS. MINI-GUIDE

# Kudos Mini-Guide for Managers

kudos ®

# What does it take to be a great manager?

Every leader has their own style, but there are proven practices that can help you do a great job. Trust, clear communication, fair and transparent decision-making, and genuine care for your team are all essential components of great management. Another easy and high-impact thing you can do as a manager is regularly recognize your team for their work and contributions.

## That's where Kudos comes in!

With Kudos, you can make someone's day in a matter of seconds. When employees feel that their effort is seen and appreciated, they feel more engaged and connected to their work. They are more productive, take more ownership and are less likely to leave.

In this guide, you'll find some easy tips and tricks to make recognition on Kudos part of your regular workflow to delight your team and see great results.



# Welcome to the Kudos Mini-Guide for Managers

Kudos is a platform to recognize, support, and encourage your fellow teammates.

In the form of a **Thank You**, **Good Job**, **Impressive**, or **Exceptional** you can send a recognition message for everything from day-to-day moments that make you smile, to huge achievements reached by your team members.

 Recognize  Nominate  Award  General Message

 Who do you want to recognize?

The **Give Bar** is set up with varying levels of recognition that corresponds to the effort, act, attitude, or result of the behavior that is being recognized. Every Kudos message is sent with **Qualities**, which demonstrate the behavior that prompted the recognition and ties back to your organizations' core values.

For those truly above and beyond moments, milestones, or KPI achievements, managers have the added feature of sending Kudos **Awards** and **Badges**.

## Be sure to make your recognition meaningful!

Meaningful recognition is defined as messages that identify who is being recognized, articulates their actions thoroughly, and explains the personal and / or business impact of those efforts.

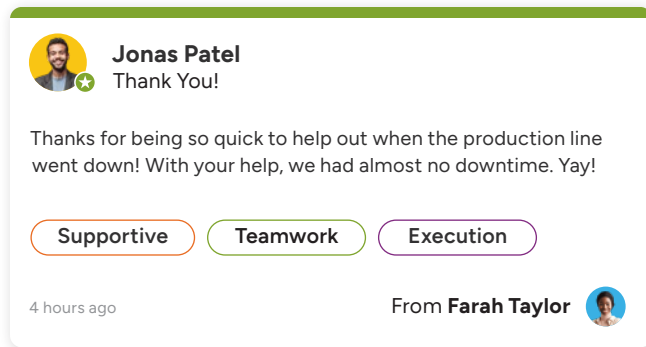
When you take a few extra seconds to reflect and explain why you appreciate someone, it fosters deeper connections, provides context for increased transparency across departments, and creates a stronger personal feeling of appreciation in the receiver.

# Recognition levels in Kudos

The Kudos platform offers all types of recognition – gratitude, performance recognition, communicating good news, and celebrating achievements so you can build stronger connections with your team. When sending a recognition message, users can select one of four distinct levels:

## Thank You

A **Thank You** is an everyday appreciation moment. A simple act of appreciation at work where the behavior stood out or made your day.



**Jonas Patel**  
Thank You!

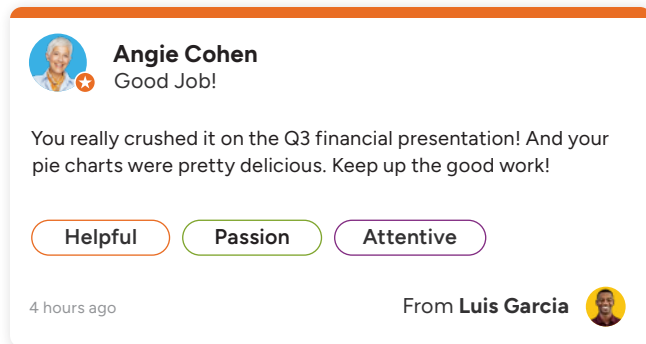
Thanks for being so quick to help out when the production line went down! With your help, we had almost no downtime. Yay!

Supportive Teamwork Execution

4 hours ago From **Farah Taylor**

## Good Job

A **Good Job** is used for recognizing someone who has performed better than average or expected, or for acknowledging the completion of a milestone in a larger initiative.



**Angie Cohen**  
Good Job!

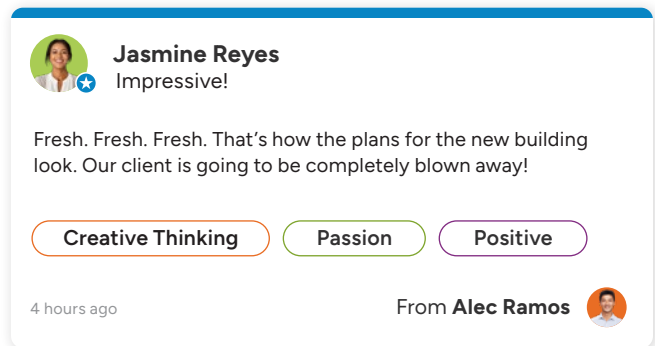
You really crushed it on the Q3 financial presentation! And your pie charts were pretty delicious. Keep up the good work!

Helpful Passion Attentive

4 hours ago From **Luis Garcia**

## Impressive

An **Impressive** is for someone who made a noticeable difference or impact and raised the standard of delivery expectations. This can also celebrate the end of a large initiative that took significant time and effort.



**Jasmine Reyes**  
Impressive!

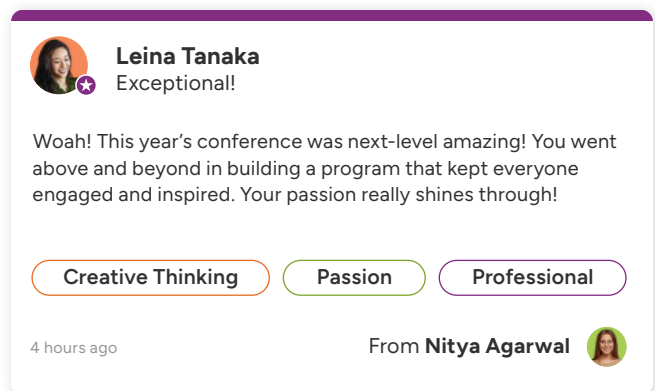
Fresh. Fresh. Fresh. That's how the plans for the new building look. Our client is going to be completely blown away!

Creative Thinking Passion Positive

4 hours ago From **Alec Ramos**

## Exceptional

An **Exceptional** is when someone has exceeded delivery, job responsibility and expectations. This could be used for someone going above and beyond, exceeding a goal or KPI or any other outstanding achievement.



**Leina Tanaka**  
Exceptional!

Woah! This year's conference was next-level amazing! You went above and beyond in building a program that kept everyone engaged and inspired. Your passion really shines through!

Creative Thinking Passion Professional

4 hours ago From **Nitya Agarwal**

# Emails & notifications

Set up your email alerts to suit your personal preferences for reminders and activity notifications. To learn more, see [Adjusting Email Notification Settings](#).

# Manager Dashboards

As a manager, you can use the Kudos Dashboards as a tool to support your team's engagement. You can see your own recognition behaviors, your team's recognition behaviors, as well as which skills & values are practiced most within your team.

These dashboards provide comparative data on your team members and enable you to see how your employees contribute to your organization's culture through relationships and performance metrics. The dashboards also provide insight into how your employees and teams engage with other individuals and teams in your organization. See our [Manager Dashboards Reference Guide](#) for more information.

## The why of Kudos

- [Employee Recognition 101: Why, When & How](#)
- [Creating a Culture of Recognition](#)
- [4 Effective Ways to Introduce New Employees to Your Recognition Program](#)
- [8 Stats to Get Your Leadership on Board with Recognition](#)
- [Add Team Praise to Your Employee Recognition Toolkit](#)
- [What is an Employee Value Proposition and Why Does it Matter?](#)
- [10 Employee Engagement Metrics to Track at Your Organization](#)



# About Kudos

Kudos is an employee engagement, culture, and analytics platform, that harnesses the power of peer-to-peer recognition, values reinforcement, and open communication to help organizations boost employee engagement, reduce turnover, improve culture, and drive productivity and performance.

Kudos uses unique proprietary methodologies to deliver essential people analytics on culture, performance, equity, and inclusion, providing organizations with deep insights and a clear understanding of their workforce.

Visit [kudos.com](https://kudos.com) today to learn more.

**Learn more about how Kudos can help build your culture.**

**Get in touch →**



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