

# RECOGNITION AND STRENGTH SPOTTING WORKSHEET

1. Begin by discussing your strengths with a partner and hearing theirs.
2. Then identify two people you'd like to recognize.
3. Use language you are comfortable with or use strengths language for inspiration (see below).
4. Tell them about the positive impact their strengths have on their work.
5. Link their strength to the mission and vision of the organization and department.
6. Fill in the worksheet below by recognizing one person face-to-face and one in a thank you note.

## PERSON ONE:

**STRENGTH:** I'm impressed with (from strength vocabulary list)

**EXAMPLE:** Particularly, when you (describe behavior)

### LINK TO DEPARTMENTAL OR ORGANIZATIONAL GOALS:

This makes a big difference in our department because (tie goal to behavior)

## PERSON TWO:

**STRENGTH:** I'm impressed with (from strength vocabulary list)

**EXAMPLE:** Particularly, when you (describe behavior)

### LINK TO DEPARTMENTAL OR ORGANIZATIONAL GOALS:

This makes a big difference in our department because (tie goal to behavior)

# STRENGTH CATEGORIES

**Collaboration:** You work cooperatively with others to overcome conflict and built towards a common goal

**Common sense:** You make pragmatic judgments based on practical thinking and previous experience

**Compassion:** You demonstrate a deep and genuine concern for the well being and welfare of others

**Courage:** You take on challenges and face risks by standing up for what you believe

**Creativity:** You come up with new ideas and original solutions to move things forward

**Critical thinking:** You approach problems and arguments by breaking them down systematically and evaluating them objectively

**Decisiveness:** You make quick, confident, and clear decisions, even when faced with limited information

**Detail orientation:** You pay attention to detail in order to produce high quality output, no matter what the pressures

**Developing others:** You promote other people's learning and development to help them achieve their goals and fulfill their potential

**Efficiency:** You take a well-ordered and methodical approach to tasks to achieve planned outcomes

**Emotional control:** You are aware of your emotional 'triggers' and how to control these to ensure you remain calm and productive

**Empathy:** You readily identify with other people's situations and can see things clearly from their perspective

**Enthusiasm:** You demonstrate passion and energy when communicating goals, beliefs, interests or ideas you feel strongly about

**Flexibility:** You remain adaptable and flexible in the face of unfamiliar or changing situations

**Initiative:** You take independent action to make things happen and achieve goals

**Leading:** You take responsibility for influencing and motivating others to contribute to the goals and success of their team and organization

**Optimism:** You remain positive and upbeat about the future and your ability to influence it to your advantage

**Persuasiveness:** You are able to win agreement and support for a position or desired outcome

**Relationship building:** You take steps to build networks of contacts and act as a 'hub' between people that you know

**Resilience:** You deal effectively with setbacks and enjoy overcoming difficult challenges

**Results focus:** You maintain a strong sense of focus on results, driving tasks and projects to completion

**Self-confidence:** You have a strong belief in yourself and your abilities to accomplish tasks and goals

**Self-improvement:** You draw on a wide range of people and resources in the pursuit of self-development and learning

**Strategic mindedness:** You focus on the future and take a strategic perspective on issues and challenges