Recognition and Rewards Template

Meeting Date and Time:

- [Insert Date and Time]

Attendees:

- [Manager's Name]
- [Employee's Name]

Achievements:

1. **Achievement 1:** [Description of Achievement]
    - **Impact:** [How this achievement benefited the team/organization]
2. **Achievement 2:** [Description of Achievement]
    - **Impact:** [How this achievement benefited the team/organization]

Strengths:

1. **Strength 1:** [Description of Strength]
    - **Examples:** [Specific examples demonstrating this strength]
2. **Strength 2:** [Description of Strength]
    - **Examples:** [Specific examples demonstrating this strength]

Recognition Activities:

- **Activity:** [Description of Recognition Activity]
    - **Date:** [When the activity will take place]
- **Activity:** [Description of Recognition Activity]
    - **Date:** [When the activity will take place]

Rewards:

- **Type of Reward:** [Description of Reward]
    - **Reason:** [Why this reward is being given]
- **Type of Reward:** [Description of Reward]
    - **Reason:** [Why this reward is being given]

Notes:

- **Discussion on Achievements:**
    - [Detailed notes on discussion]
- **Discussion on Strengths:**
    - [Detailed notes on discussion]

Try Tactiq to get the full transcript and AI summaries.

- **Discussion on Recognition Activities and Rewards:**
    - [Detailed notes on discussion]

Action Items:

- **Task:** [Task Description]
    - **Assigned to:** [Person Responsible]
    - **Deadline:** [Due Date]

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