



The first step to creating a positive feedback culture.

BEST PRACTICES WHEN PRAISING YOUR COLLEAGUES ON KUDOBOARD

From 2nd August 2021 we will all be able to recognize our colleagues' good work by giving them feedback and praise on Kudoboard.

Contributors to the board will be able to add:

- *pictures, GIFs,*
- *and tag the individual they are addressing the praise to.*



thank you for demonstrating strong collaboration whilst working on the Peer-to-peer recognition and helping collecting cost information on the tool to facilitate our sign-off process. #teamwork @jviig@qanalysts.com

From Jess Dampa

We want all employees to have the best experience using Kudoboard therefore please read the below recommendations before making your first post:

- PRAISES AND COMMENTS MUST BE WORK/ PERFORMANCE RELATED. THE AIM IS TO SPOTLIGHT GOOD BEHAVIORS AND SIGNIFICANT ACHIEVEMENTS**
- DO NOT REFER TO CLIENTS' NAMES OR CONFIDENTIAL INFORMATION ON KUDOBOARD TO PRESERVE CONFIDENTIALITY. YOU SHOULD HIGHLIGHT ACHIEVEMENTS WITHOUT REVEALING TOO SPECIFIC INFORMATION. IN DOUBT, SPEAK TO YOUR MANAGER.**
- ALL PRAISES AND COMMENTS MUST BE WRITTEN IN A PROFESSIONAL MANNER WHICH IS NOT OFFENSIVE OR DEROGATORY. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTIONS AND THE POST BEING REMOVED FROM THE BOARD.**
- ALWAYS MAKE SURE YOU TAG THE INDIVIDUAL YOU WANT TO PRAISE WHEN WRITING A POST. IF YOU CAN'T FIND YOUR COLLEAGUE'S NAME WHEN USING THE TAG FUNCTION THEN WRITE THEIR FULL NAME AND LOCATION AT THE BEGINNING OF YOUR POST SO WE CAN EASILY IDENTIFY THEM.**