

staff incentive & recognition guide

Our guide to launching a successful staff incentive & recognition programme.

Benefits of launching a staff incentive & recognition programme

Implementing a staff incentive and recognition programme can be highly rewarding for both your business and your employees. This guide outlines the key benefits, important considerations, and details of our standard packages.

A small token of appreciation goes along way!

Recognising employees boosts their morale, increases engagement, and promotes overall happiness. Appreciated employees experience improved mental health and well-being, which cultivates a positive workplace atmosphere and enhances productivity. Feeling included and recognised in a large organisation is fundamental to success.

Improved relationships

Happy staff create a happier workplace, leading to better customer satisfaction and a positive working environment. This positive atmosphere extends beyond the office, becoming a talking point among colleagues, friends, and family, and acting as a powerful endorsement of your organisation as a desirable place to work, often shared on social media.

It's the thought that counts

Even the smallest gestures of goodwill demonstrate your care and commitment to your team. These actions show thoughtfulness toward individual staff members and can make a significant difference.

Great for business!

The statistics speak for themselves. According to a study by Oxford University, happy workers are 13% more productive. "We found that when workers are happier, they work faster by making more calls per hour worked and, importantly, convert more calls to sales. There has never been such strong evidence," explains Professor De Neve.

Easy to start

Whether you choose our turnkey solution or a fully customised package, I-Tel handles all the logistics to ensure the successful delivery of your staff incentive and recognition programme. Our approach simplifies the process, allowing you to focus on what matters most - your people.

“

Look after your staff, and they'll look after your customers. It's that simple.

Richard Branson

”

Preparation is the key to success!

Planning

Successful staff incentive and recognition programmes start with thorough planning. At I-Tel, we recommend designing your programme around your company's annual calendar, taking into account key events and dates such as year-end celebrations or significant milestones. Our goal is to help you maximise your budget by creating well-thought-out themes and content.

Key planning considerations include:

- **Time for Design and Production:** Ensure sufficient time for creating and producing programme elements.
- **Logistics:** Plan logistics to guarantee smooth execution.
- **Data Utilisation:** Use data effectively to personalise and enhance the programme.

I-Tel supports you in gathering the necessary information to ensure seamless and efficient delivery.

Commitment

Committing to a structured schedule for your incentive programme allows you to budget effectively and ensure better value for money. Aligning rewards with your company ethos helps avoid sporadic, counterproductive gifting, which can set unrealistic expectations and prove costly. A well-executed programme enhances team well-being and performance, positively impacting your bottom line.

Budget & HR integration

Setting an annual incentive budget for each staff member promotes fairness and inclusion. This approach enables HR to maintain detailed records and establish criteria based on service length, milestone birthdays, or exceptional performance. I-Tel can integrate with HR to fully automate and deliver your projects, reducing costs and improving performance. Our system can receive recipient data directly, process orders efficiently, and automatically remove details after processing.

Choosing the right package

We offer both standard packages and fully customised options to keep your team engaged and recognise their achievements throughout the year.

Customisation options include:

- Adding personal items or company-branded materials.
- Tailoring messages or choosing content based on individual preferences, dietary restrictions, or beliefs.

This guide is designed to inspire and assist you in launching an effective staff incentive programme that resonates with your employees and aligns with your organisational values and goals.

Individual recognition

New starter welcome packs

Everyone remembers their first day! Welcome your new team members with a fully branded new starter pack, like the one we produced for Heineken. First impressions count, and it's important for new staff to feel part of the team from day one.



QR Codes

Include a dynamic QR code that launches a welcome video from a member of the leadership team. Whether it's the People Director or the CEO, a message from the top immediately conveys inclusion and value to any new starter.



Essential items bundles

New starter packs are a fantastic way of welcoming new employees, but why not include items you need to distribute anyway? Lanyards, laptops, company literature, or branded merchandise can all arrive simultaneously, providing your new team member with everything they need to begin their journey.





Length of service

Acknowledging a team member's tenure with the company is a wonderful way to show appreciation for their dedication. It's important to mark these milestones and demonstrate that management recognises and celebrates their commitment.

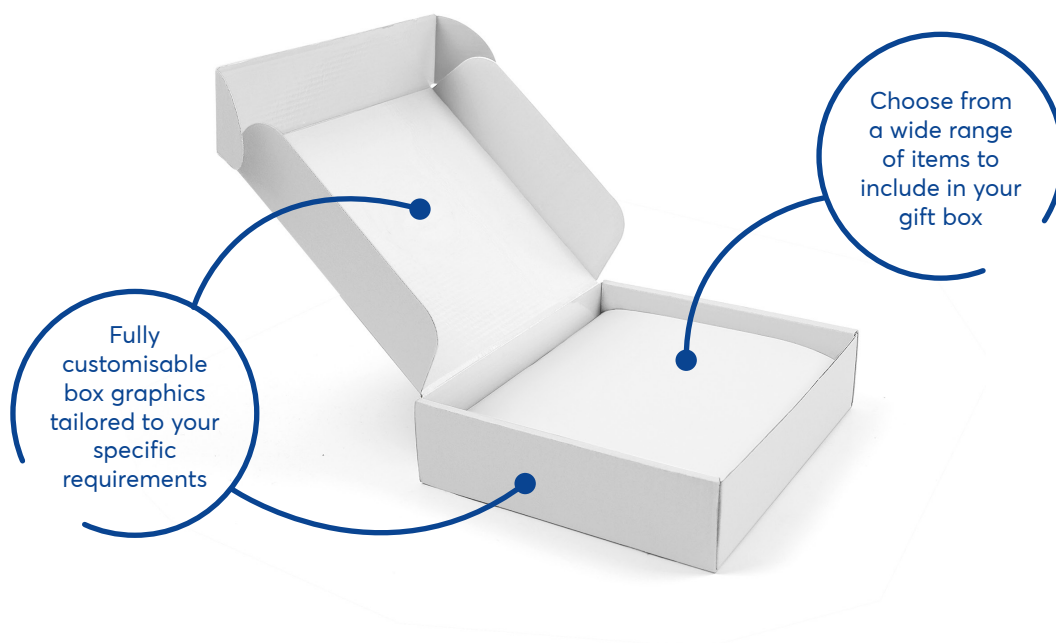
Recognise when people go the extra mile or exceed your expectations. Rewarding success and hard work will pay dividends in the future and help cultivate a performance-driven team.

Recognition



Full team initiatives

The annual events calendar offers endless possibilities for fun and engaging themes. From sporting events to traditional celebrations and company gatherings, the choices are numerous. We recommend quarterly engagements to keep spirits high and aligned with seasonal vibes, but feel free to incorporate additional dates that resonate with your team or company values.



Everyone loves chocolate at Easter, so our sweet-filled hampers will certainly hit the spot. If games and seasonal-themed gifts are more your style, choose from our extensive catalogue of alternatives.

Easter





Summer



As summer kicks in and spirits are high, your team will love our selection of goods to have fun in the sun. Bring that holiday feeling into your office and capitalise on the feel-good time of year.

Christmas

The festive season has arrived, and so have the Christmas treats. Pull a cracker and get your team ready for the big day, marking a perfect end to another productive year.



Beyond Engagement

Engagement initiatives, whether driven by the HR department, the people function, or broader company strategies, have far-reaching impacts across multiple departments within a business.

At I-Tel Group, we understand the complexities and interdependencies of such projects. That's why we have developed a comprehensive end-to-end service that goes beyond merely addressing project-based requirements. Our solutions are designed to support your business operationally, ensuring seamless integration and enhanced performance across all areas.



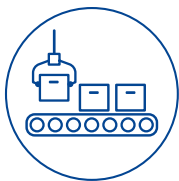
Online Ordering / E-Procurement / Bespoke Catalogue / Parental Controls / Management Reporting

We provide a robust online ordering and e-procurement system, complete with customised catalogues to suit your specific needs. Our platform includes parental controls to ensure secure and appropriate access, as well as advanced management reporting tools to streamline your purchasing processes and provide actionable insights.



Warehousing and Stock Management

Our advanced warehousing solutions ensure that your inventory is managed efficiently and accurately. From receipt to despatch, we handle every aspect of stock management, reducing overheads and enhancing operational efficiency. A flexible resource allowing you to store any company assets and utilise for cost saving initiatives such as bulk buying.



Personalisation Pick, Pack, and Despatch

We offer tailored pick, pack, and despatch services to ensure that your products meet your specific requirements. Whether it's custom packaging or personalised items, our meticulous attention to detail guarantees that your orders are prepared and shipped with precision.



Bespoke Delivery Options

Recognising that every business has unique delivery needs, we offer a variety of bespoke delivery methods. Our flexible delivery options are designed to align with your schedule and specific requirements, ensuring timely and reliable fulfilment.



Accounts Integration

Our solutions seamlessly integrate with your existing financial systems, providing accurate and efficient nominal mapping. This ensures your accounting processes are streamlined, reducing errors, administration and improving financial reporting. Our import ready, consolidated invoice, automatically cost centred, electronically delivered directly to your ledger.



Intelligence Reporting through Power BI Dashboards

Harness the power of data with our comprehensive Power BI dashboards. Our intelligence reporting tools provide you with in-depth, actionable insights, enabling informed decision-making and strategic planning.

At I-Tel Group, we are committed to supporting your business at every step. Our solutions are designed to ensure operational excellence across all departments, helping you achieve your business goals efficiently and effectively.

For more information, visit our website at www.itelgroup.co.uk.

Engage, Empower, Impact

Integrating CSR into Staff Engagement

At I-Tel Group, we believe that our commitment to Corporate Social Responsibility (CSR) principles not only enhances our corporate reputation but also fosters a more engaged and motivated workforce. By aligning our staff engagement projects with these important initiatives, we create a workplace culture that values sustainability, social responsibility, and community involvement.

Here's how you can build CSR into your staff engagement:

1



Support work placement opportunities for individuals in social care by partnering with us, enabling meaningful community engagement and personal development.

2



Each partnership contributes to charitable causes, enhancing community support and providing opportunities for collaborative social impact.

3



Enhance your corporate social responsibility by distributing specially curated hampers to charities and causes that resonate with your corporate values.

4



Customise orders to include exclusive hampers for deserving groups like hospital teams, creating moments of joy and appreciation.

Real Life Options

a real choice | a real voice | a real difference

A big thank you to our social care staff

I-Tel Group offer a range of tailored solutions to support HR and Marketing functions with promotional and incentive requirements. Whether it's engaging staff, clients or prospects I-Tel can support every aspect from design and procurement to storage and distribution.

Real Life Options (RLO) is a charity caring for people with learning disabilities and autism, supporting the needs of more than 1500 people across 200 sites in England and Scotland.

The organisation operates three subsidiary companies of a similar nature and is growing through acquisition. RLO recognises the importance of staff incentives and recognition and is actively working with I-Tel to develop and deliver its strategy for its workforce.

Recent projects include the design, production, and delivery of 2000 Easter hampers to multiple sites across the UK as well as a welcome pack for 500 staff of their newest acquisition.

I-Tel is currently working with the HR manager and Operations manager to develop a length-of-service recognition package. Long-serving staff will receive a thank you letter from the CEO along with chocolates and a custom-made precious metal lapel badge at each milestone.



Real Life Options is a fantastic charity that does incredibly important work.

If you'd like to know more or make a donation please visit their website

www.reallifeoptions.org

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