

How To Implement Your Inventor Recognition Program

Once you have clear design criteria for your Recognition Program, (If you need info on designing your program see [“How do you DESIGN a Recognition Program?”](#)) What are the most critical aspects of implementing and then managing your Recognition Program? The Recognition Program team should continue to be involved, assuring that goals are being met.

The key issues for the Recognition Program team are:

- How will you recognize accomplishments and achievements?
 - Consistently
 - Within established guidelines, clarify who will be eligible for recognition
 - In a timely manner, recognition delayed too long after an event will lose its appeal and effectiveness
 - Efficiently
 - With little disruption to other business processes
 - Well planned so that execution is free from worry
 - Professionally
 - With ceremony
 - Use high quality recognition products
- What are the most important internal processes?
 - Communicate within your company
 - The importance of recognition is ...
 - The Recognition Program is being created to ...
 - The guidelines and criteria for receiving recognition are ...
 - The Recognition will occur at ...
 - Measure effectiveness
 - Survey recipients
 - Survey managers
 - Survey co-workers

Actual implementation and management of Recognition Programs is often delegated to the group that is sponsoring the programs. Whoever is delegated; they have many responsibilities based on program design. Because these responsibilities vary based on program design it is impossible to cover all areas from facility reservations to transportation to choosing vendors.

The most critical tasks:

- Insuring that all those eligible are recognized
 - Access to IP info and personnel records
 - What patents have granted?
 - Does the inventor still work for us?

- Insuring that any recognition items are ordered, delivered and accurate
 - Who will provide the awards/gifts? How will you select your supplier?
 - Friendliness and helpfulness of staff
 - Quality of products
 - Do products fit guidelines
 - Eagerness to help develop products for your needs
 - Knowledge of and Experience with Recognition Programs and their products
 - Knowledge of IP and ability to help with research to locate patents and other IP
 - Reliability and reputation
 - If you need something in a rush (this does happen), how quickly can the supplier react?

Depending on the size of your program and who is managing it, you may need other services or help from your award supplier. These may include:

- Patent Research
- Insertion of letters from high-ranking company officials
- Drop shipping to award venues
- Drop shipping to facilities spread throughout the world
- Special billing

The issues involving implementation and managing your program are unique to your program design. To discuss your specific needs or issues, please email lucretia@patentawards.com or call Lucretia at 1-800-707-0011 x105. She will be happy to help you in any way possible.