Intended Audience

**This facilitation guide is designed for use by:**

* Senior staff in paraprofessional staff meetings
* Hall Council advisors in executive board meetings
* ILO advisors in executive board meetings

Learning Outcomes

*Through participation in this training session, students will be able to:*

* Articulate the importance of recognition in terms of student leadership or employee job satisfaction
* Practice a minimum of one recognition technique that can be utilized at later points
* Utilize the NRHH Of the Month Nomination website

Sharing Content

This leadership lesson plan includes notes that could be shared with a group or used individually. This will also include a list of recognition-based activities that may require some supplies if applicable. The time that this facilitation guide lists can be shortened or lengthened depending on how you want to use it.

Exercises and Activities

No specific activities are attached at this time. All descriptions of activities are found in the sections.

Facilitation Guide

***Section 1: Introduce Recognition with Discussion Questions (Time: 5-7 Minutes)***

**Define Recognition (Likely not a new concept for audience, so this is only needed for novice audiences):**

* What does recognition mean? What does recognition mean to you?
* Definition: identification of someone or something or person from previous encounters or knowledge.
* Alternate definition: acknowledgment of something's existence, validity, or legality.

**Discussion Questions:**

* Why is recognition important?
* What emotions are experienced when you are recognized for an achievement or accomplishment?
* (For Community Councils) How do you want your advisors to recognize you when you accomplish something?
* (For RAs) How do you want your supervisors to recognize you when you accomplish something?
* Is there any harm in recognition of someone’s accomplishments? Why or why not?

***Section 2: Recognition Idea Generation (Time: 5-7 Minutes)***

**Activity: Idea Generation (Can be completed on a scrap piece of paper, large Post-It Note, or Whiteboard)**

* Have the group spend 3-5 minutes writing down all the different ways they are able to recognize others in a kind or generous fashion. They can think about a variety of different audiences for which the recognition is being provided (their residents, their Hall Council executive board members, their staffs, etc.)
* Utilize about 1-2 minutes to have the group share out their favorite ideas.

NOTE: Depending on the size of the group, you may want to split the group into smaller groups for more fruitful dialogue.

***Section 3: Recognition of Current Group Activity  (Time: 10-20 Minutes)***

Supplies Needed: Paper plates, markers (if group leader has other supplies they would like to use after reading the activity, which is allowed)

**Activity: Generous Helping**

* Directions: each individual in the group should take one paper plate and write their name in the center of the plate with a marker. They can decorate the plate a bit if they would like, but should leave ample room for others to write on the plate.
* Once everyone has their name on a plate, each member in the group will pass the paper plate to the person on their right. That individual should write a short, small message about what they appreciate about the person who is named on the plate. For example, someone might write “super creative” on the plate of someone who has brought innovation to their role.
* Once they have written on the plate, they will then pass the plate to the right. Each individual will write a short message on each plate until they have received their plate which is now full of messages.
* Allow the group about 1-2 minutes to read the kind words of recognition on their plate

**Discussion Questions**

* How did this activity make you feel?
* What did it feel like to write messages to the other individuals in the room?
* What did it feel like to read the messages from all the individuals in the room?
* How can you incorporate this recognition activity into a different aspect of your role/life?

NOTE: This activity will take a shorter or longer amount of time depending on the number of individuals participating. If you have a large group, the activity may take a bit longer. Plan accordingly.

***Section 4: Of the Month Awards through NRHH (Time: 15-25 minutes)***

Supplies Needed: If participants can bring technology, encourage them to bring a laptop or tablet. If you are in a room where you can utilize technology to project one screen, use the technology provided to walk participants through the steps.

NOTE: It is a good idea to have the facilitator comfortable with the website before walking through it with your participants. Utilize one minute of your time to look over the OTM website prior to leading this activity.

**Activity: “Of the Month” Award Nominations**

1. Explain that National Residence Hall Honorary is an Involved Living Organization at The Ohio State University housed within the Department of Residence Life. It is an organization that honors the “top 1%” of residence hall leaders on a college campus and is an organization that celebrates the values of leadership, service, and recognition.
2. Explain the Buckeye Chapter of NRHH is one of over 100 NRHH chapters across the nation and the world. NRHH is a national organization.
3. Explain “Of the Month” awards, or OTM awards. An OTM award has a specific category in which individuals are able to write a nomination for a specific individual, staff, community, program, or group for their accomplishments and achievements in that specific month. All categories can be found on the website.
4. Explain the three levels of OTM awards:
	1. Campus level: If your OTM nomination wins on the campus level, that means that NRHH voting committee selected your nomination as the best one that was written in that specific month at OSU.
	2. Regional level: If your OTM nomination wins on the regional level, that means that the Central Atlantic Affiliate of College and University Residence Halls (CAACURH) OTM Selection Committee selected your nomination as the best one that was written in that specific month in the region (schools in Ohio, Pennsylvania, West Virginia, Washington DC, Maryland, Delaware, and New Jersey).
	3. National level: If your OTM nomination wins on the national level, that means the National Association of College and University Residence Halls (NACURH) OTM Selection Committee selected your nomination as the best one that was written in that specific month in the nation/all schools affiliated with NACURH.

**Website:** otms.nrhh.org

**Navigating the Website:**

1. Have participants bring the website up on their technology device. If technology devices were not brought to the meeting, show the website on your technology as the facilitator.
2. Allow 1-2 minutes for individuals to explore the website. Encourage participants to click on one of the nominations on the Home screen to see the components of an OTM nomination.
3. Once the participants have had the opportunity to explore the website, walk them through a practice OTM nomination.

**Practice OTM**

Follow the steps below, which walk you through specifically what to click:

1. Click “General Category” or “Program Category” in the top left corner of the screen. The nomination forms are different, so it may be beneficial to show both. For the example, we will use “General Category”.
2. In the dropdown menu, select “The Ohio State University.”
3. Choose a “Category” in the drop down menu at the top of the page. There is also a button that says, “Click here for a description of the categories.” This will be a good resource for novice OTM nominators to know what each category stands for. In this example, we will choose “Resident Assistant.”
4. Walk through the “Nominee’s Organization” and “Nominator’s Organization” boxes. The nominee is the person they are writing the nomination about. The nominator is their own personal information. The most important information in this section is the name and the email.
5. In the final box at the bottom is where the specific nomination can be written. Share the following important tips for **good** OTM nomination writing.
	1. Write in first person.
	2. Utilize as much of the 600 word count maximum to describe the outstanding contributions made by the nominee
	3. Provide specific examples when possible to strengthen your nomination.
	4. Focus on only accomplishments and contributions made during the month in which you are writing the nomination in. While it feels good to put a full year’s worth of accomplishments in a nomination, the selection committees are looking for contributions made during the month of the nomination.
6. When a nomination is complete, the author should click submit. This will submit their nomination.
7. The nominee will be provided their nomination that was written about them at the end of the month when the cycle resets to a new month.

**Final Directions**

1. Explain that OTM winners are announced by NRHH every month and can be found at the OSU NRHH website. <http://involvedliving.osu.edu/nrhh/>
2. If time permits, provide 5-10 minutes for participants to submit an OTM nomination for a deserving nominee during the activity. This should only happen if you have time to allow for said activity.