

*People Leader Resources

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- Team Member Changes
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 - Performance Discussion Forms
- Compensation
- Leadership Development

Team Member Engagement

Team Member Engagement Toolkit

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About this toolkit

Hey Leader!

We know you're passionate about your people - and we know that engaging your team is not a solo effort. The Team Member Engagement Tool Kit was inspired by your ideas and feedback, and brought to life by your Human Resources and Marketing team to empower you!

We hope you find these resources useful as you start, grow, and develop relationships with your team. These tools will support your efforts to foster connection and support retention. We encourage you to use these tools to enhance your inclusive efforts; making each and every team member recognize what makes them different; bringing value to our programs and the communities we serve.

As you navigate these tools, you'll find helpful tips and suggestions on how to use them to maximize your efforts. To access the resources, click the image to explore and bring to life!



Templates - Full Color Editable

[Celebrations & MILEstone Recognition - full color email templates](#)

[Newsletter templates - Full Color Email](#)

[Learn & Earn Program Flyer](#)

Activity planning, announcement and invites - full color templates

Email Messages - Editable Text Only

Activity Invitation

Birthday Announcement

Birthday Greeting

Newsletter

Work Anniversary Announcement

Work Anniversary Greeting / Congratulations

Printable Resources

M.I.L.E. Mission & Value Printable Recognition Cards

RAS Branded Notecards - Full color printable

Recognition

[GEM Award Nominations](#)

[M.I.L.E. Mission & Value Printable Recognition Cards](#)

Support & Information

[Right At School Onboarding Email Series](#)

[Resource Support](#)

Team Member Engagement

Recognition

--Intro Text--

Going the Extra Mile (GEM) Award - Submit your nominations [here](#)

Going the Extra Mile (GEM) Award

[Insert branded card here]

Every day we have the opportunity to make a positive impact, and when we live and lead through our core values, we all win! Anyone can nominate a colleague who exemplifies and leads through one of Right At School's core values.

As we approach the end of each quarter, our leadership team will carefully review all the nominations and will select who will be recognized for the GEM Award that quarter. While not everyone will be selected for the GEM award, the spirit of recognition and appreciation extends to all of us and each nomination is a win for our collective growth. Use the form to provide details about your nominee — highlighting how they are living and leading through one of our core values.

[Mission Led • Innovation Driven • Locally Inspired • Efficiency Obsessed] - [Convert to graphic](#)

Submit your GEM Award nomination [here](#)

Performance Management

Field Performance Evaluations

The Feedback Spectrum

Corrective Action

Responding to Incidents

Responding to Incidents

Documentation

Conducting the Review of an Incident

**Venn diagram - Incident/Investigation

Leave of Absence

Benefits

ADA & Accommodations

Workplace Injuries & Accidents

Team Member Changes

Personnel Action Forms

Performance Discussion Forms

Compensation

Leadership Development