

AUTOMATE **Beginner** 15 MIN · UPDATED 2026-09-30

Roll out a peer recognition program.

Draft the program mechanics and the launch communications for a new peer recognition or awards program.

MICROSOFT 365

Word

Teams

WORKS WITH

ChatGPT

Claude

Copilot

Business Outcome

A recognition program that launches with clear, consistent rules and communications instead of ad hoc guidelines that create confusion later.

Workflow Steps

Step 1: Decide the program mechanics first

Word

Write down concrete answers to each mechanic before drafting anything: who can nominate whom (peers only, or managers too), what the recognition actually is (a public shoutout, a small reward, both), how often winners are announced, and who signs off on nominations before they go public.

Leaving any of these implicit means the draft in step 2 will have to guess, and a guessed mechanic is exactly the kind of thing that causes confusion after launch.

Step 2: Draft the program guide

Copilot

ChatGPT

Claude

Give Copilot your mechanics decisions and ask it to write a clear, short program guide covering eligibility, the nomination process, and the cadence.

PROMPT

Draft a one-page peer recognition program guide using these mechanics: [who can nominate whom], [what the recognition is], [how often winners are announced], and [who signs off on nominations]. Keep it simple enough that someone new to the company understands it in one read.

Step 3: Draft the launch announcement

Copilot

ChatGPT

Claude

Have Copilot draft a short, energizing launch message for Teams that explains how to participate, distinct from the more procedural program guide.

Step 4: Get HR/leadership sign-off before posting

Word and Teams

Have HR or the program sponsor review both the guide and the announcement for tone and policy fit before it goes out company-wide — recognition programs are visible and hard to walk back once launched.

✓ Check the work

- Confirm the guide's stated process matches what was actually decided in Step 1, not a plausible-sounding variation.
- Check that eligibility rules don't inadvertently exclude a group (contractors, part-time staff) without that being an intentional decision.
- Have someone outside the drafting team read the guide cold to confirm it's actually clear.

Expected Outcome

A written program guide covering nomination process, eligibility, and cadence, plus a launch announcement ready to post.

Want help rolling this out across your team? **Go to Liminals.Tech** ■