


The attached Prologue and Facts were distributed to the 52 Supervisors of RI/FI Division, ID/P, who viewed our new promotional film last week.

Revisions of this material are being prepared for distribution at future showings throughout the Agency or in areas specified by Committee members.



PROLOGUE

1. This film was prepared by the Civil Service Commission which is responsible for the overall Federal Incentive Awards Program.
2. This film is intended for first line and middle level Supervisors.
3. This film shows Supervisors how the use of incentive awards has:
  - a. Benefited other Supervisors,
  - b. Helped Supervisors do a better job, and
  - c. Improved operations.
4. During the showing and discussion of this film you will be given the answers to these three questions that concern you as Supervisors:
  - a. How can I benefit from using incentive awards?
  - b. What part do I play in obtaining these benefits?
  - c. What can I do to encourage good ideas and superior performance from my employees?
5. For the mutual benefit of the Agency, your employees, and yourself, we are pleased to present "A Partnership in Progress."

Suggestion Awards Committee

Some Supervisors Have Raised Questions

On the Value of a Suggestion Awards Program - - -

HERE ARE THE FACTS

**QUESTION:** Won't my reputation as a Supervisor suffer if my employees come up with ideas for improving work I'm responsible for?

**THE FACTS:** Quite the contrary. A Supervisor is judged not only on his Technical competence, but more important, on his skill in developing the abilities and capacities of his employees. Improvement ideas originated by his employees are sure signs to Top Management that the Supervisor is an effective leader.

**QUESTION:** Doesn't the Suggestion Awards Program make a lot of extra work for the Supervisor?

**THE FACTS:** The so-called "extra" work required of Supervisors by the Suggestion Awards Program involves:

1. Encouraging suggestions and superior performance by his employees;
2. Evaluating suggestions and performance of his employees; and
3. Telling his employee why his suggestion was not adopted.

Whether or not there is an award program, a good Supervisor is interested in encouraging good ideas from his employees. The same thing holds true for evaluations; if an idea is not useable, the good Supervisor would tell him why. These are all things a Supervisor is expected to do whether or not there is a Suggestion Awards Program — it's just good management.

**QUESTION:** Most suggestions received just aren't any good. Why spend time and effort encouraging and evaluating such suggestions?

**THE FACTS:** It is true that for one good idea that comes across the Supervisor's desk, he can generally expect about three he can't use. However, there is no way of telling in advance which of these ideas will be good or bad. So, if the Supervisor starts discouraging ideas because he doesn't want the impractical ones, he will dry up the flow of ideas including those that are of real benefit.