

WELCOME TO YOUR MOTIVATION CHECKLIST!

21 Simple Things You Could Or Should Be Doing To Develop A Highly-Motivated, Engaged Staff



Managing, influencing, inspiring and leading people is a complex, challenging, yet richly rewarding role. Not only that, your role as a manager is absolutely critical to the success of your team and your organisation.

We hope this quick, self-reflection activity and brief outline of what motivation really is, will give you some simple ideas of things you could change – literally immediately – so that you improve the working relationships, performance and productivity in your team.

Be honest when you take the assessment! I promise you, implement even two or three of these tactics consistently and regularly with your staff and you **will** see a positive improvement.

I wish you much success in your role!

Shona Garner

KEY PRINCIPLES OF MOTIVATION

- Motivation is a *deeply* personal thing. One size does *not* fit all.
What motivates someone else is *unlikely* to be the same as what motivates us.
We need to find the “right buttons to press” for *each* individual we need to influence/motivate.
- Motivation and our drivers are fundamentally *emotional* in nature.
Emotion – definition = strong feeling
Emotion – comes from the Latin: *emovere*: to disturb and from: *movere*: to move
So, literally translated, our feelings *disturb us enough to take action*.
- There is *always a benefit*; something to gain, from any behaviour, *no matter how unlikely that may seem at first glance*. (Whether that’s taking an action, or *not* taking an action!)

Our instinct is to judge in these situations.

*Learn to get curious about what the **benefit** might be to that individual – rather than judging.*

*The Benefit Is Often A **Mental** Barrier Or Block The Individual Creates
To Help Them Feel More Comfortable About What They’re Doing.*

- The greater the emotion, the more likely we are to move – to take specific action.
- The greater the emotion, the more likely we are to stick at something – no matter how difficult, or how many obstacles we face.
- One theory describes motivation as bi-polar: that is having two opposing poles.
We are motivated either *toward* pleasure or *away* from pain.

MOTIVATION AND ENGAGEMENT IN THE WORKPLACE

On a scale of 0-10, 10 being “very high”, how motivated are your staff right now?

If your answer is less than 7 or 8, then it's highly likely you'll be experiencing problems which are affecting performance.

You want highly motivated people. You want them to be engaged (involved) and to “bring something more” to their work.

Motivating others is about meeting their needs. Their needs are not the same as yours! If you want them to be engaged, you need to think of ways in which you can engage them!

WHAT DO I DO TO HELP ENSURE THAT I MOTIVATE AND ENGAGE MY PEOPLE?

Three things you might like to consider here;

1. How can I create a supportive environment for my employees, by first *finding out what they most value?*
2. How can I *recognise, thank and acknowledge good work?*
3. Am I prepared to make *changes to my plan*, based on what works and what doesn't?

STEP 1: CREATING THE SUPPORTIVE ENVIRONMENT: IDENTIFYING THE NEEDS

How do you create a supportive environment? Here are some techniques which **will** make a positive difference for you.

- ◇ Staff survey – using an anonymous survey helps create an environment where your staff feel able to give you open, honest feedback about what it's like for them working in your team.
- ◇ Regular, brief, informal discussions, 1-1
- ◇ Structured team discussions and games
- ◇ Not linked to formal procedures such as appraisals, and within a framework which builds trust, honesty and is non-judgemental
- ◇ Include employees in the decision making process
- ◇ Make your employees feel “safe” – eg able to tell you the bad news as well as the good, or able to make mistakes without recrimination.

A useful checklist:

21 simple techniques to help you motivate & engage your staff

Take a look at the table on the opposite page that outlines some suggested activities which, incorporated into a regular routine, could significantly help toward increasing motivation and performance. Where are you in terms of these activities or behaviours?

Complete this self-assessment as honestly as you can, and then note down three actions you commit to taking – starting now – to improve the situation.

Tips For Successfully Motivating Others	Check Here If You Are Satisfied You Do This Consistently And Regularly	If You Feel You Should Do This More Often, Make A Note Here
Walk the talk – show an interest in people and give them some time		
If you can't see people face to face, call them on a regular basis		
Praise people as soon as you can when you see a positive change or improvement		
Provide regular, balanced feedback, with at least 5 times more positive feedback than negative		
Ask people what motivates them, how they like to be praised, what they enjoy doing most		
Find ways of allowing individuals to do more of what they're really good at		
Let people have ownership of what they do		
Allow people to develop in their role		
Reward good performance. Remember that rewards may not always be financial. Praise, time off, recognition, a good appraisal, visibility with senior management, team events – all count		
Celebrate success with the whole team		
Find ways of building a sense of team spirit		
Help people see how they fit into the bigger picture		
Set targets that are challenging, but achievable		
Ensure the work environment is conducive to good performance – small changes can motivate people		
Be positive – your approach will impact the motivation of the team		
Give people variety and interest and some control over what they do		
Show that you trust your people		
Provide training and development opportunities		
If someone appears de-motivated – talk to them about it as soon as possible		
Involve people in decision making where possible		
Work on getting to know each of your team – you are aiming for mutual respect		

(Adapted from Managing for Performance – Pam Jones)

Now, identify three things you could do more of to create a more motivational work environment, and set yourself an objective to reach them. Then take action! We promise you **will** see a positive change in the quality of the working relationships and in staff motivation and performance.

1. _____
2. _____
3. _____

IF YOU'D LIKE TO KNOW MORE...

This checklist is just one of the resources we have available to help and support managers who want to hone their people skills and develop strong thriving teams with happy, productive staff and minimal conflict.

Remember, when you signed up for this motivation checklist, you also became a basic member of the site, and you'll find a number of useful articles and free resources in there to help you more effectively motivate and engage your staff.

www.increasingmanagerialsuccess.com

Please do take a look – we are constantly adding to our bank of resources.

May I take this opportunity to wish you much success in your role and your management career.

Warmest regards,

Shona Garner

Shona Garner is an Executive and Business Coach, specialising in dramatically improving team performance through developing strong, emotionally intelligent managers and highly productive working relationships within a team.

A qualified teacher, psychology graduate and accredited coach, she and her associates have delivered and designed courses for thousands of people in companies such as M&S, Tesco, BT, Shell and HBOS, as well as working 1-1 with a wide range of managers and senior people across a range of public and private organisations.

Shona writes regularly on the subject of management, and is also asked to give talks for small businesses through local Business Links, as well as being a speaker for the Academy of Chief Executives, and an Ambassador for the Chartered Management institute.

