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# Motivating Your Workforce

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## Course Overview

It's no secret. Employees who feel they are valued and recognized for the work they do are more motivated, responsible and productive. This is a busy one-day workshop to help supervisors and managers create a more dynamic, loyal and energized workplace. This program is designed specifically to help busy managers and supervisors understand what employees want, and to them a starting point for creating champions.

## Learning Objectives

Through this workshop, participants will:

- Identify ways to link motivation to employee performance.
- Recognize the external factors that can influence performance.
- Discover ways to build and encourage employee accountability.
- Learn effective strategies to encourage and sustain employee trust.
- Explore ways that laughter and humor can enhance morale and increase motivation.

## Pre-course Preparation

Participants are asked to prepare for this training session by thinking about the answers to the following questions:

- What is it that motivates you?
- What are your biggest fears? How do they motivate you?
- What are your greatest desires? How do they motivate you?
- Do you think you focus more on rewards or on penalties?

## Outline

- Introductions and Pre-assignment
- Motivation is an “inside” job
- The three most common ways to motivate employees:
  - Fear
  - Incentives
  - Personal growth
- Working with Human Nature
  - Maslow’s Hierarchy of Needs
- Linking Motivation to Performance
  - Define expectations
  - Set realistic standards and goals-together!
  - Document what you agree on—their course of action
  - Be clear about rewards
  - Be a role model
- Build Trust and Hope
  - Respect your employees
  - Do what you say you are going to do
  - Watch what you say and how you say it
  - Communicate openly
  - Show your human side
  - Practice friendliness

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- Sustaining Employee Motivation
  - Create and share a vision of the way everyone should be treated
  - Recognize excellent performance
  - Be accessible
  - Keep everyone informed
  - Spend time coaching and teaching
- Review
- Personal Action Plan