

Motivating Yourself and Others

Presented by
Claremont EAP

800-834-3773

www.claremonteap.co



Perspective

You can lead a horse to water, but you can't make it drink.

Our Objectives

- Debunk myths about motivation
- Assess your own motivators
- Learn strategies to motivate
- Discover concrete steps to take

What is Motivation?

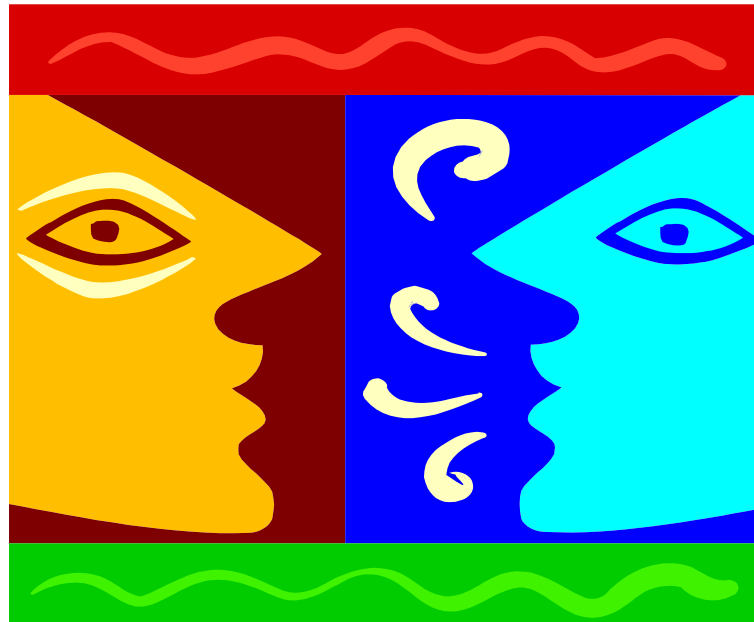
- The act or process of motivating
- To provide with a motive
- A motive is something (as a need or desire) that causes a person to act

4 Myths about Motivation

1. Money is the main motivator
2. Fear is a darn good motivator
3. I know what motivates me, so I know what motivates my employees
4. I can't comprehend employee motivation -- it's a science

Discussion & Exercise

Debunk Motivation Myths

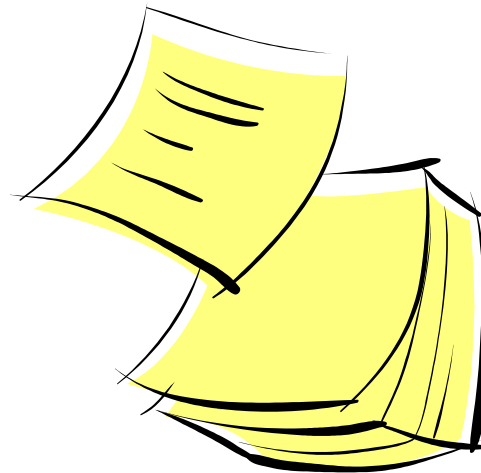


Common Motivators

- Career development, success
- Health, balance, energy
- Influence, leadership
- Learning, knowledge, discovery
- Materials, possessions
- Recognition, praise
- Security, money, home
- Social, affiliation, popularity, acceptance
- Status, prestige, stand out, reputation
- Task accomplishment, problem-solving

Exercise

Assess Your Personal Motivators



5 Principles of Motivation for Managers

1. Motivating your employee starts with motivating yourself
2. Work to align goals of the employee with goals of the organization
3. Understand what motivates each individual
4. Recognize that supporting employee motivation is a process, not a task
5. Support employee motivation by using organizational systems

Basic Motivation Strategies

- Manage/coach one-to-one
- Adapt your leadership style
- Provide positive reinforcement
- Treating people fairly
- Satisfy employees' needs
- Set work-related goals
- Base rewards on job performance

What This Looks Like in Daily Practice

- Approval, praise and recognition
- Trust, respect and high expectations
- Loyalty
- Addressing organizational barriers
- Good communications
- Role and project clarity
- Financial incentives, if possible

Provide the Foundation

RESPECT and TRUST

How Managers Can Demonstrate Respect

- Start at the top
- Listen to and act on employee input
- Acknowledge the whole person
- Treat employees as business partners
- Invest in employees as assets
- Show real appreciation

Source: <http://sciencecareers.sciencemag.org/feature/advice/itwp1.shl>

How Managers Can Build Trust

- Integrity
- Reliability
- Fairness
- Caring
- Openness
- Competence
- Loyalty

Discussion

How would you describe the level of trust you have with your colleagues?

What can you do to enhance that trust?



Steps Managers Can Take

1. Write down motivational factors that sustain you and how to sustain them
2. Make a list of three to five things that motivate your employees
3. Work with each employee to ensure their motivational factors are taken into consideration in your reward systems
4. Have one-on-one meetings with each employee
5. Reward it when you **see** it

Steps Managers Can Take

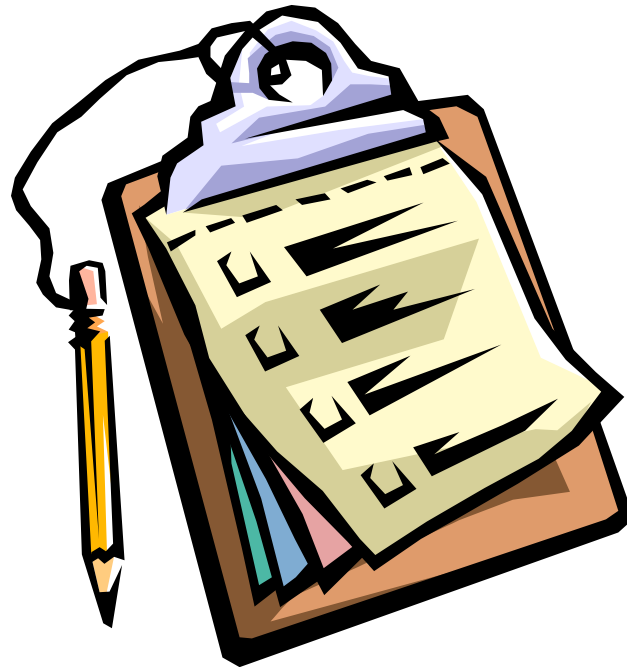
6. Implement at least the basic principles of performance management
7. Establish goals that are SMARTER
8. Clearly convey how employee results contribute to organizational results
9. Celebrate achievements
10. Let employees hear from their “customers”

So What Do Managers Need to Know to Motivate?

- Our own motivators and goals
- Employees' motivators and goals
- Organizational goals
- How to build trust and demonstrate respect
- How to give feedback
- How to listen
- How to manage and lead staff

Exercise

List Steps You Will Take/Key Take-Aways



Motivation A-Ha's

- The Golden Rule is to treat others as they treat you. The Platinum Rule is to treat others as they want to be treated.
- You get what you ask for. You get what you reward.
- The key to motivation is knowing WIIFM.

Wrap-Up

- Remember:
 - ✓ Carrot – not the stick – approach
 - ✓ Persuasion not coercion
- Meet with your employees!
- Make a commitment
- Complete evaluation