
Motivation

A one-day course

An effective team is the key to improving performance in all kinds of organisations, but many people overlook the opportunities to exploit their potential, confusing teams with teamwork, empowerment, or participative management. Teams can turn companies around and provide a powerful tool to increase motivation and commitment. In this one-day introductory course, we cover how to motivate people by encouraging and understanding the different ways in which people are motivated.

Key elements of motivation

The first thing is to understand people's basic needs at work. Once these basic needs (often called hygiene factors) such as salary, working conditions etc. are satisfied, you can move on to enhancing motivators such as job satisfaction, achievement and recognition. It is also important to make work fun, but that does not mean making it easy. Motivated people thrive on a challenge and perform exceptionally. At this level, however, it is important to understand that there is no magic formula for everyone. Each individual responds in different ways to, for example, criticism. You need a full understanding of each member of your team.

The programme enables participants to:

- Learn people's basic needs
- Understand how to satisfy basic needs
- Learn how to heighten workplace motivators
- Create a high performance team
- Know the stages of motivational development
- Learn how to create a no blame culture
- Understand the keys to rewarding achievement
- Learn how to keep motivation high

Learning outcomes:

After completing the programme, you will appreciate motivation and implement it in a more incisive way. With these new skills, you will be able to be a more effective team member and potentially a more dynamic team leader.

Programme Agenda

Recognising Needs

Understanding motivation
Meeting needs at work
Balancing group needs
Satisfying basic needs
Ensuring Motivation

Building Motivation

Assessing your attitude
Knowing your style
Evaluating your techniques

Improving Communication

Providing information
Using open management
Promoting discussion
Avoiding office politics
Creating a no blame culture

Understanding Behaviour

Reading behaviour
Recognising motivation
High performance teams
Reducing de-motivation
Measuring morale

Being a good manager

Managing to motivate
Treating staff well
Harnessing motivation

Getting the best from people

Motivating individuals
Motivating groups
Preventing de-motivation
Enriching jobs and building careers
Empowerment and rewards

Typical delegates are:

Executives and managers, who need to understand motivation and create high performing teams. For other staff that need an understanding of team dynamics so they can take a full team role.