

## MOTIVATING EMPLOYEES

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**How to  
motivate  
people at work**



**COURSE LENGTH: 1.0 DAYS**

*"Motivation is the art of getting people to do what you want them to do because they want to do it." --Dwight D. Eisenhower*

Employees who feel they are valued and recognized for the work they do are more motivated, responsible, and productive. This Employee Motivation course from PD Training will teach the skills necessary for motivating a workforce, resulting in successful and more productive employees.

This fun, high-energy training course is available in Central and Hong Kong wide.

This Motivating Employees Course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology. Contact us today for a quote.

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## MOTIVATING EMPLOYEES COURSE OUTLINE

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### FOREWORD

Employee Motivation is becoming ever more important in the workplace and everyone agrees that a motivated workforce is far more likely to be a successful workforce. The happier and more professional an employee is, the better the results they will deliver for you. Of course, every employer wants to make sure that they have a workforce who will do their best, but this does not simply mean making the job easy for their employees. In fact, part of the problem of motivation is that where the job is too easy, employees become complacent.

There is therefore a challenge for all employers and management in delivering the right balance between a confident, motivated workforce and a workforce which is driven to attain goals. It can be described as a mix between the pleasure of a comfortable working environment and the fear of failure, although in honesty it is more complicated than that equation suggests. Regardless of how it is characterized, it is important to get the right balance in order to ensure that you have a motivated workforce. This Employee Motivation course is designed to show participants the way to get the best out of a confident, motivated set of employees, and to show them how to motivate that group.

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### OUTCOMES

- ▶ Explain motivation
  - ▶ Apply effective methods of staff motivation
  - ▶ Interpret and discuss the psychological theories behind employee motivation
  - ▶ Develop plans for more effective team motivation including making allowances for different personality types
  - ▶ Set clear & defined goals as part of the motivation process
  - ▶ Identify specific challenges of workplace motivation & learn how to address them
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

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#### Lesson 2: A Psychological Approach

- ▶ Herzberg's Theory of Motivation
- ▶ Maslow's Hierarchy of Needs
- ▶ The Two Models of Motivation

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#### Lesson 3: Object-Oriented Theory

- ▶ The Carrot
- ▶ The Whip
- ▶ The Plant

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#### Lesson 4: Using Reinforcement Theory

- ▶ A History of Reinforcement Theory
- ▶ Understanding the Three Factors
- ▶ Using the Three Factors to Motivate in your Workplace

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#### Lesson 5: Using Expectancy Theory

- ▶ A History of Expectancy Theory
- ▶ Understanding the Three Factors
- ▶ Using the Three Factors to Motivate in your Workplace

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#### Lesson 6: Personality's Role in Motivation

- ▶ Identifying your Personality Type
- ▶ Identifying others' Personality Type
- ▶ Motivators by Personality Type

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### Lesson 7: Setting Goals

- ▶ Goals and Motivation
- ▶ Setting SMART Goals
- ▶ Evaluating and Adapting

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### Lesson 9: Motivation on the Job

- ▶ The Key Factors
- ▶ Creating a Motivational Organisation
- ▶ Creating a Motivational Job

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### Lesson 11: Keeping Yourself Motivated

- ▶ Identifying Personal Motivators
- ▶ Maximising your Motivators
- ▶ Evaluating and Adapting

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### Lesson 8: A Personal Toolbox

- ▶ Building your own Motivational Plan
- ▶ Encouraging Growth and Development
- ▶ Getting Others to see the Glass Half-Full

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### Lesson 10: Addressing Specific Morale Issues

- ▶ Dealing with Individual Morale Problems
- ▶ Addressing Team Morale
- ▶ What to do when the Whole Company is De-Motivated

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)