

# Motivating Your Employees

**Length:** 1 day

**Use motivation and delegation to create a more effective team.**

Motivation is often the most difficult concept for a manager to adopt in practice. In this short course you'll examine the concepts of motivation and delegation. You'll learn what motivates your employees and how to delegate without micromanaging or abdicating responsibility.

Creating an environment that helps others feel motivated to fully engage in their work is one of the most important contributions a leader can make. Highly motivated employees are more productive, more creative, and more focused on achieving quality results for themselves and their organizations.

In this course, you will consider your motivation and the role of motivation in leading others. You will investigate intrinsic and extrinsic motivation sources and learn to bring out motivation in yourself and others in order to fully engage in the work of the team or organization.

## **Benefits for the Individual**

- Increased understanding of why motivation matters
- Improved clarity about what drives motivation
- Better understanding of what motivates you on the job
- Greater clarity on what motivation looks like
- Optimized motivation in yourself and others

## **Benefits for the Organization**

- Enhanced employee engagement
- Improved organizational culture
- Improved performance

## **What You'll Learn**

- The role of motivation in the workplace
  - Motivational tools that are available to managers
  - The role managers play in task delegation
  - The process of effective delegation
  - Guidelines for monitoring and controlling delegated tasks
  - Risks associated with delegation and how to plan for and effectively deal with them
  - Motivation and how it relates to employee engagement
  - Sources and drivers of motivation
  - What motivational factors drive your behavior at work
  - Assess your motivation level on a current work activity
  - Outward signs of motivation: willingness, attitude, commitment, and confidence
  - Individual differences in motivation
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- Ways to enhance your motivation at work
  - Assess your perception of others' motivation on a current work activity
  - How to help others tap into their motivation at work
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## **Course Outline**

### **1. MOTIVATION**

- What Is Motivation?
  - Motivation in the Workplace
  - Motivation Cycle
- Motivational Tools
  - Rewards and Behavior

### **2. DELEGATION**

- What is Delegation?
  - Why Delegate?
  - Delegation Dilemma
  - Barriers to Delegation
  - How to Delegate
  - When to Delegate
  - Advantages of Delegation
  - Fundamentals of Delegation
    - Delegating Process
    - Planning
    - Accountability
    - Monitoring Progress
    - Managing Risk
    - Feedback
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