



Motivation Training: Motivating your Workforce

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 motivation training 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.

What participants will learn:

- 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

Workshop Outline:

This includes large group discussions, individual work and reflection, small group discussions & exercises, case studies and simulations for role play. Customization will be based on your own needs or information provided by your human resource department or the individual department prior to the workshop. Materials are designed as interactive workshops with a 40/60 split between concept/theory and practical application of skills discussed. Class size should be kept between 20-25 whenever possible, so each participant will have the opportunity to gain techniques for the types of situations they deal with or expect to deal with.

- **Introductions**
- **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
- **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**
- **Evaluation**
- **Suggested Reading List**

This workshop is a detailed insight into the **skills required by Managers/Team leads/Supervisors**.

- ❖ It is very interactive and includes many activities and exercises to enhance the learning experience.
- ❖ It is spread over one-full day consisting of 8 hrs (9am-5pm)
- ❖ It includes 2 tea breaks and a lunch break

Proposed Training Plan Consists of:

- ❖ **Training Kit** : Handouts, Activities, Exercises
- ❖ **Training Duration**: 1 full day (8hrs)
- ❖ **Number of candidates**: Minimum=20 Maximum=40
- ❖ **The training venue proposed is** :PC Hotel or Avari Hotel, according to availability of dates assigned by your organization for the training.

Training Cost:

Cost per Individual Participant is a total of:= Rs.9500

Includes cost of:

- Handouts,
- Activity/Exercise material,
- Certificates,
- Tea (twice),
- Buffet Lunch,
- Hotel Facility Charges,
- and Trainers Cost