

**Soft-Train®**



*At Soft-Train  
Technology Works*

# Motivating Employees (2 Days)

**COURSE GOAL:** To enable the student to find the proper method to keep others motivated on a project or moving toward the company goal.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Determine the proper type of leadership for a specific project
- Motivate Employees without being a dictator.
- Create a sense of ownership on a project.

**KEY TOPICS:**

**I. Motivation is an Inside Job**

- A. Motivation: Intrinsic and Extrinsic
- B. Three Common Ways to Influence Motivation
- C. Relationships: A Key to Better Performance

**II. Working with Human Nature**

- A. Why, What, When and How Things Happen
- B. The Concept of Theory X and Theory Y
- C. Human Needs and Response
- D. Human Nature at Work

**III. Encouraging Entrepreneurial Thinking**

- A. Make Everyone Feel Like A Business Partner
- B. Five Steps to Creating Entrepreneurial Thinkers
- C. Help Your Employees Feel As If They Own The Business

**IV. Linking Motivation to Performance**

- A. What is "Performance"?
- B. Eight Steps to Help Employees Achieve Higher Performance
- C. Expect the Best – and Don't Let It Surprise You
- D. Performance: Drive and Direction

**V. Helping Employees Accept Responsibility for Motivation**

- A. Motivating People with Responsibility and Authority
- B. Let People Be Powerful
- C. Encourage Accountability
- D. Why Do Any Of Us Do What We Do?

**VI. A Matter of Hope and Trust**

- A. Trust Your Employees
- B. Reinforcing Hope and Trust
- C. The Benefits of a Trusting Organization
- D. Let Your Employees Run the Show
- E. Inspiring Vision

**VII. Fun and Motivation**

- A. Psychological Benefits of Humor
- B. Fun: An Effective Organizational Strategy
- C. Making Work More Enjoyable

**VIII. Attacking the De-Motivators**

- A. You Can Motivate or De-motivate
- B. Fighting De-motivators
  - i. Hire the Best
  - ii. Retain the Best
  - iii. Give Employees Honest Feedback, Praise and Encouragement
  - iv. Build Employees Confidence

**IX. Clear the Path to Employee Performance**

- A. Thinking in Terms of the System
- B. The Human Side of Operations
- C. Adapting to the System

- D. Changing the System
- E. Caring for the System
- F. Challenge: Understand and Improve the System

**X. Inspiring Motivated Teamwork**

- A. The Human Side of Teamwork
- B. Lead Them from the Heart
- C. Teambuilding: What's Love Got to Do with It?
- D. Why the Emphasis on Teams?
- E. Managing Self-Directed Teams
- F. Teams, Teams, Teams

**XI. Unleashing the Potential of Synergy**

- A. Team Members Develop the Potential in Others
- B. Benchmark to Inspire Synergy
- C. Use All Those Brains Around You
- D. Working Together

**XII. Getting It All Together**

- A. It's Either Motivation or Mediocrity
- B. Employee Development: The Challenge
- C. Organizing a Coaching Program
- D. Prepare Employees for Change
- E. You Can Be A Motivating Manager