



Creating a Motivating Environment for Your Staff

A 60-minute Webinar

Favoritism – The Poison that Kills

The Causes, Clues, and Results of Favoritism in the Workplace



CAUSES

CLUES

RESULTS OF FAVORITISM

HOW TO AVOID FAVORITISM:

- 1) Talk to employees with the same _____.
- 2) Pay as much attention to employees whose _____ are different than yours as to those with whom you have a lot in common.
- 3) Find something to _____ about every employee.
- 4) _____ less desirable jobs, when possible.
- 5) Communicate your _____ to everyone.

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MOTIVATION – WHAT IS IT & WHAT DOES IT MEAN?

1. You can't _____ others, but you can create a motivating _____.
2. Internal motivation = _____ what you do.
External motivation = doing something to get _____.
3. Money helps people go to _____ at night, but it's not what gets them out of _____ in the morning.
4. People tend to be motivated by _____ and _____, not _____ and _____.
5. Motivated employees = high _____.
6. High morale results in employees who usually:
 - treat _____, _____, and _____ with more respect.
 - get more done and share more _____.
 - look forward to coming to _____.
 - contribute more _____.
 - weather _____ times with you.
 - serve as _____.
7. List 3 things that can be influenced by "morale": _____

8. Better wages, bonuses, etc., can avoid dissatisfaction, but may not lead to real _____.

Describe a time when you felt you were working in a "motivating environment:"

What ***made*** it a motivating environment?

WHAT DO YOU VALUE IN YOUR JOB? ~ A Worksheet for Your Reflection

Rank the following items in order of importance; 1 being the item that is most important for ***your true job satisfaction***, 2 for the item that is second in importance to you, etc.

- _____ Good working conditions
- _____ Work you are interested in
- _____ High wages
- _____ Feeling of involvement
- _____ Being appreciated
- _____ Tact when being disciplined
- _____ Assistance with personal issues
- _____ Job security
- _____ Loyalty from your supervisor
- _____ Promotion and growth opportunities with your organization
- _____ *Benefits*
- _____ *Communication between employees and management*

(Information on this page gathered from summaries of surveys by Foreman Facts, Ken Kovach, Bob Nelson, Achievers International, Blanchard Training, and others)

DO YOU KNOW WHAT THEY WANT? ~ What does your staff value?

In the left column, rank the following items in the order of importance you believe your staff places them; 1 being the item you think they most want from their jobs, 2 for the item you think is second in importance, etc.

(left column)		Employees	Employers
_____	Good working conditions	_____	_____
_____	Work they are interested in	_____	_____
_____	High wages	_____	_____
_____	Feeling of involvement	_____	_____
_____	Being appreciated	_____	_____
_____	Tact when being disciplined	_____	_____
_____	Assistance with personal issues	_____	_____
_____	Job security	_____	_____
_____	Loyalty from their supervisor	_____	_____
_____	Potential for growth	_____	_____
_____	Benefits	_____	_____
_____	Communication between employees and management	_____	_____

15+ "NO – OR LOW – MONEY" MOTIVATORS

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

FOR "FUN" HOLIDAYS, GO TO: <http://brownielocks.com> or www.wellcat.com
For inexpensive supplies, go to: www.orientaltrading.com, www.hobbylobby.com,
www.windycitynovelties.com, www.amazon.com

2 "No or low-money motivators" I will try within the next 3 months:

1. _____
2. _____

1 other thing I will do differently to help create a motivating environment as a result of what I've learned:
