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Assignment: Rework How to Motivate Staff Effectively



How to Motivate Staff Effectively

Content

How to Motivate Staff Effectively

Summary

Introduction

Understanding Staff Motivation

Diagram I

The 10 steps to Motivate Staff

Know your Team

Working to Clearly Defined Goals

Manage Failure Effectively

Consider Basic Rewards

Consider Higher Rewards

Involve Staff

Reduced Demotivation

Refine your Management Skills

Staff Demotivation

Diagram II

Conclusion

References

Summary

Motivation is a desire or willingness to do something with enthusiasm, motivating others in the workplace requires knowledge and skills that are promoted amongst staff or colleagues to encourage and support them effectively when accomplishing a goal with successful results. As a student placed in these situations the involvement in being taught and learning to perform certain tasks or activities set by the tutor has taught me a great deal from an academic point of view and has enabled me to reflect on the outcomes to understand the beneficial requirements of how and why it is important to acquire these life-learning skills attained.

Introduction

Upon reflection writing about how to motivate staff was a revelation of what it takes to apply this in a working environment but also outlining the pitfalls of staff motivation or even with others as this easily could be overlooked more too often with detrimental consequences. In view of staff motivation, a written report to complement the experience of the involvement assigned to a group activity with a task to demonstrate and an explanation of my experience of what it entails to participate and evaluate the fundamentals of employment skills a requirement in the workplace a key factor of applying it to individuals in motivation and or employment within an organisation but also on a personal basis on how through motivation can challenge you to reach the end of the line and accomplish the goals. How to motivate staff effectively in a working environment is only set out as a guide and understanding of how managers or team leaders encourage motivation.

Understanding Staff Motivation

In the words of author Chris Pearce (2007), states that "Motivation is what makes people act or behave in specific ways, or in achieving specific goals. If we observe people, we can ask ourselves what motivates them and if we know the answer, we can motivate them to do something we want them to do. But in doing so, we must remember that motivated people want to do the best they can for themselves, not for us." A description of the behavior of an individual or person who is enthusiastic or willing to comply depends on what is asked of them. In work-setting environments working among colleagues or even as a manager the ability to identify the individual who is a willing participant to work alongside one another effectively and professionally for the purpose of reaching their goal successfully. However, for it to be an achievable vision will require the tools of knowledge and skills in recognising that individuals must be encouraged and in doing so will get the best out of them. The (Diagram 1) illustrated below outlines the contributing factors of effective staff motivation. Staff demotivation will be explored to address the common problems, if not identifiable will be highlighted so that managers or team leaders are aware and should be put into practice. For any working environment to work well productively a contributing factor that is key to success is how well

staff are performing and how effectively staff are motivated. However, there are no clear-cut solutions that whatever principal managers or team leaders use to formulate the guidelines as outlined in the following passages in ways to promote staff motivation efficiently as well as the problems that can arise if not identifiable in time can cause detrimental outcomes and before managers know it staff will become disruptive or worse walk out would be a manager's nightmare.



Article on Employee Appreciation: <https://HeidiCohen.com/employee-appreciation/>

Chart from <https://squareup.com/townsquare/how-to-motivate-your-employees>
 Data from <https://www.psychologytoday.com/us/blog/mind-the-manager/201412/what-motivates-employees-go-the-extra-mile>

Diagram I: Source Unknown: Graph of staff appreciation

The 10 steps of Motivating Staff

On researching ways of motivating staff in a working environment I came across a citation by Sabir (2017) stating “Managers who want to encourage productivity should work to ensure that employees were greatly appreciated and rewarded with diligent employee performance.” The author can be no further from the truth whilst further researching only mirrors the qualities of a good manager in having a good relationship with their staff as there are no correct guidelines for being a good manager but a general understanding of what is required are as follows.

Know your Team

An identifying factor in knowing an individual or staff within a group is getting to know who they are and what personalities and characteristic qualities they possess presented will form a positive relationship, but it will be the requirement of the individual of how motivated they are

exuding too much from the manager or team leader does not warrant the possibility that an individual will be as motivated as they are.

Match the people to the skills

One procedure when employing a potential candidate is to check what skills they have that match the job requirements and what can they contribute other than the qualifications. The individual may have skills that will require enhancing and identifying these factors by arranging courses or the attendance of classroom-based environments encouraging the individual that they are valued but is beneficial for the business.

Working to Clearly Defined Goals

Communication is especially important in letting staff know your vision in reaching realistic targets that are manageable working to reach defined goals by using the acronym Specific Measurable Achievable Relevant Timed an adaption that is principally used in most organisations the understanding of the implications of implementing it first-hand individuals will be more satisfied to achieve the defined goals than those who are not that is working under pressure not clear in the outcome of achievement unable to reach the target all too well demotivates staff.

Review Progress Regularly

Reviewing staff progression shows how important they are to the organisation, performance review is a requirement that identifies staff improvement if necessary and relevant to their role. Providing staff training is by far an encouragement but an important indication that individuals are more than willing to tailor their skills in line with production a note to remember the willing participant may not be seeking a pay rise or even a promotion but working in either way working under excellent conditions and the recognition of appreciation from management an incentive and drive in increased productivity.

Manage Failure Effectively

A manager who addresses the failures of staff ineffectively is creating contention within staff it demoralizes their confidence which can lead to deficient performance managers all too often inadvertently display these actions and are unaware of the devastating effects on the individual involved. Showing support in identifying the areas that require improvement suggests for example training a way forward in building confidence and respect between managers and staff.

Consider Basic Rewards

Aktar (2012) stated that “Employees will give their maximum when they have a feeling or trust that their efforts will be rewarded by the management. There are many factors that affect employee performance such as working conditions, worker and employer relationship, training and development opportunities, job security, and company’s overall policies and procedures for rewarding employees. Staff working in a happy harmonious environment where production levels are high are a reflection that management is doing right by their staff basic pay rewards, an additional increment that encourages staff motivation plus showing appreciation will in some cases staff will overlook rewards as the willingness to work and be a valued coworker however staff who feel demotivated by poor management skills are more inclined to expect rewards by way of recognition of performance are areas management will need to identify and resolve.

Consider Higher Basic Rewards

Praising staffing achievements by giving them additional responsibilities that they can appropriately manage provides them with opportunities to advance in their career. Managers are accountable for ensuring that reviewing staff performance, salaries and more importantly job promotion within the organisation. A manager who sets appraisals on a 3-month basis is a manager who is focused on his staff to encourage them in their development.

Involve Staff

Staff who are decision-makers in team projects would inevitably be self-managed and confident in bringing ideas to improve productivity, they are self-motivated in their achievements and would have more developed skills than those who are not there yet. These people should be given scope to enhance and shape their capabilities according to their sequenced working methods at a pace that encourages innovation.

Reduced Demotivation

In keeping staff demotivation at bay managers should identify these issues, elevated levels of absentees, and staff turnover sickness are common factors, these are areas that should be addressed and resolved quickly. One way of dealing with these problems is to produce a document, a staff survey, on what improvements management need to make to increase morale and staff retention. This will help a manager establish a good working relationship amongst his staff with positive outcomes.

Refine your Management Skills

Good management or leadership skills is especially important to staff motivation being a role model who not only communicates well with staff but is approachable, and a manager who has an open-door policy ensures that they understand their goals are clearly met demonstrating their commitment and always being available to listen to their problems.

Staff Demotivation

Pearce (2007) states that “Motivation is at the heart of good management and goes beyond praise for good work”. Managers must create good working environments if they want to motivate their staff and understand that all members of staff are all different individuals and must be treated differently. (Diagram II) illustrates the negative consequences of destructive leadership skills bullet point examples of various negative outcomes corresponding to staff negativity is a sign of staff demotivation that could lead to absentees, sickness or worse to that affect staff handing in their resignation. But as a manager or team leader they will need to be aware that it is not an easy task to be in professionally as the following bullet points will provide an idea of how staff feel if not mindful.

- **1. Takes credit for others' work**
- **2. Does not show appreciation or give recognition to employees ...**
- **3. Micromanages**
- **4. Unable to trust (controlling)**
- **5. Plays favorites**
- **6. Does not provide clear realistic goals**
- **7. Unavailable or avoids conversations**
- **8. Lack of empathy or compassion (low emotional intelligence)**
- **9. Unable to listen and respond to feedback (poor listener)**
- **10. Does not lead by example**
- **11. Lacks humility or self-awareness**
- **12. Manages with fear, not fairness**
- **13. Complacent about individual's performance or toxic team members**
- **14. Does not follow through or recognised their own responsibilities**
- **15. Does not live up to workplace values**

NEGATIVE CONSEQUENCES of destructive leadership

**DESTRUCTIVE
LEADERSHIP**
is associated with various
negative outcomes.



NEGATIVE VIEW OF THE **LEADER**

Follower resistance

NEGATIVE VIEW OF THE **JOB**

Decreased motivation,
dedication and
satisfaction

NEGATIVE VIEW OF THE **ORG**

Turnover and
counterproductive
work behavior

Sources Schyns, B., & Schilling, J. (2013). How bad are the effects of bad leaders? A meta-analysis of destructive leadership and its outcomes. *The Leadership Quarterly*, 24(1), 138-158.

SCIENCE FOR WORK

Diagram II: Source Unknown: Pitfalls of poor management

Conclusion

To conclude, individuals' behaviors who focus on specific goals and tasks will only be partially set by the foundations that they are targeting and for no other reason. Conclusively in affect, a manager who effectively collaborates with their staff well promoting good working conditions, ethics and benefits will in turn have a productive working force that consequently shows staff who are motivated within any given organisation is a measured strategy that is imperative for it to be successful in the workplace. Poor management or leadership skills will reflect a product of inadequate quality. This could lead to the company having a bad reputation which will be bad for business.

References

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