

Quick Guide: Motivating the Team (part 1)

Just how do you motivate someone in the team who frustrates you with their laid back approach, or who doesn't seem to want to 'go the extra mile'? To motivate someone means to get them to do something willingly and well. The key word here is 'willingly'! Here are the first ten tips (second part next month) to help you:

- 1. Get to know your staff.** Share an interest in what is important to them. This could be a personal or a work related topic. If you know what energises them you will be able to transfer this to the work environment.
- 2. Make your staff feel valued.** You may not have control over salaries, but you can praise individual and team successes. This motivates them to repeat the success, and seek out other ways to succeed, to gain more praise.
- 3. Create an atmosphere of approval** and cooperation in the team. Allow them to make decisions and solve problems together.
- 4. Ensure they understand how important their contribution is** to the team's objectives and success of the business. You could do this at your regular team briefings.
- 5. Help them learn** and understand where they fit in the bigger picture, perhaps arranging job swaps for a day, or encouraging them to participate in short, "this is what I do", lunchtime briefings for the rest of their team.
- 6. Recognise their achievements** by regularly monitoring and giving feedback on their work. (This doesn't mean 'checking up' on them!)
- 7. Report regularly on the team's progress** using the team briefings: are you able to compare outputs with another section inside, or another sector outside, your business?
- 8. Ensure each individual has their appraisal** and don't put it off. If planned well, it will motivate staff to achieve in the future.
- 9. Make sure you know** what an individual is likely to be capable of doing, and provide help and guidance along the way.
- 10. Do praise** even a small willingness or change. Remember: small changes make big differences.

Related Course: [Supervising a Team](#) | [Developing and Managing Effective Teams](#)

Compiled by Des Whitehorn

In part two: Practical tips to motivate your team.



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