



Creating a Motivating Environment



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.

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 done in 1946, 1980, 1988, 1991, 2001 – 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
March 9-Panic Day, March 26-Make Up Your Own Holiday Day, March 27-Quirky Country Music Song Titles Day
For inexpensive supplies, go to: www.orientaltrading.com, www.hobbylobby.com,
www.windycitynovelties.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:
