



TenStep Supplemental Paper

31 March 2004

The Easy Way

Motivation is an extremely powerful management tool. Managers can motivate their employees in many ways. The following are some ideas for successfully motivating employees.

It's catching. One of the first steps in motivation is noticing that motivation is infectious.

Visible improvement. Employees get motivated only when managers are visible. Spending time with the team also gives managers the chance to put other motivational methods into action. However, avoid implementing a total open-door policy - this makes time management impossible.

Eye contact. This is a fundamental part of face-to-face motivation. Poor eye contact with employees is often interpreted as not believing in what one is saying. Good eye contact reinforces the message and signals commitment.

Do it themselves. No one can motivate an employee better than he can motivate himself. Hence, managers can spend a few minutes with each individual and encourage him/her to do better through self-motivation.

Contributors. When managers respect the contribution of ideas from their staff, the staff becomes more motivated. Act quickly on staff suggestions. Healthy interaction will always improve productivity and generate more fresh ideas for the company.

A little note. When subordinates do a job well, drop a letter of appreciation. Technically, a hand-written note has more impact than a word-processed one. There are two things to remember when doing this: first, congratulate the employee in the note, and then keep a copy in the file

Responsibility. Increase motivation among staff by giving someone extra work. People crave power and responsibility. Delegate to motivate, allowing staff members to prove themselves.

Confronting troublemakers. Every company has a troublemaker. Therefore, it is necessary to encourage them to do something different to challenge and motivate them.

These techniques can be applied with a high degree of success provided managers themselves are sufficiently energized.