

Staff Motivation - Motivation Tips for Employees

Employees are the building blocks of an organization. Organizational success depends on the collective efforts of the employees. The employees will collectively contribute to organizational growth when they are motivated.

Below mentioned are some **tips for motivating the staff/employees in an organization:**

- **Evaluate yourself-** In order to motivate, encourage and control your staff's behaviour, it is essential to understand, encourage and control your own behaviour as a manager. Work upon utilizing your strengths and opportunities to neutralize and lower the negative impact of your weaknesses and organizational threats. The manager should adopt the approach "You're OK - I'm OK".
- **Be familiar with your staff-** The manager should be well acquainted with his staff. The more and the better he knows his staff, the simpler it is to get them involved in the job as well as in achieving the team and organizational goals. This will also invite staff's commitment and loyalty. A cordial superior-subordinate relationship is a key factor in job-satisfaction.
- **Provide the employees certain benefits-** Give your staff some financial and other benefits. Give them bonuses, pay them for overtime, and give them health and family insurance benefits. Make sure they get breaks from work. Let them enjoy vacations and holidays.

- **Participate in new employees induction programme-** Induction proceeds with recruitment advertising. At this point of time, the potential entrants start creating their own impressions and desires about the job and the organization. The manner in which the selection is conducted and the consequent recruitment process will either build or damage the impression about the job and organization. Thus, the manager must have a say in framing the advertisement and also in the selection and recruitment process. After the decision about the candidate is made, the manager must take personal interest in the selected joiner's joining date, the family relocation issues, cost of removal, etc. Being observed by the new recruit and your entire team / staff to be involved completely, will ensure a persuasive entry in the organization.
- **Provide feedback to the staff constantly-** The staff members are keen to know how they are performing. Try giving a regular and constructive feedback to your staff. This will be more acceptable by the staff. Do not base the feedback on assumptions, but on facts and personal observations. Do not indulge in favouritism or comparing the employee with some one else. Sit with your staff on daily or weekly basis and make sure that feedback happens. This will help in boosting employee's morale and will thus motivate the staff.
- **Acknowledge your staff on their achievements-** A pat on the back, some words of praise, and giving a note of credit to the employee / staff member at personal level with some form of broad publicity can motivate the staff a lot. Make it a point to mention the staff's outstanding achievements in official newsletters or organization's journal. Not only acknowledge the employee with highest contribution, but also acknowledge the employee who meets and over exceeds the targets.

- **Ensure effective time management-** Having control over time ensures that things are done in right manner. Motivate your staff to have “closed” times, i.e., few hours when there are no interruptions for the staff in performing their job role so that they can concentrate on the job, and “open” times when the staff freely communicate and interact. Plan one to one sessions of interaction with your staff where they can ask their queries and also can get your attention and, thereby, they will not feel neglected. This all will work in long run to motivate the staff.
- **Have stress management techniques in your organization-** Create an environment in which you and your staff can work within optimum pressure levels. Ensure an optimistic attitude towards stress in the workplace. Have training sessions on stress management, and ensure a follow-up with group meetings on the manner stress can be lowered at work. Give your staff autonomy in work. Identify the stress symptoms in employees and try to deal with them.
- **Use counselling technique-** The employees’ / staff feelings towards the work, their peer, their superiors and towards the future can be effectively dealt through the staff counseling. Counselling provides an environment, incentive and support which enable the employee to achieve his identity.
- **Give the employees learning opportunities-** Employees should consistently learn new skills on the job. It has been well said by someone that with people hopping jobs more often than required and organizations no longer giving job security to employees, the young blood employees specifically realize that continuing learning is the best way to remain employable. Opportunities should be given to the employees to develop their skills and competencies and to make best use of their skills. Link the staff goals with the organizational goals.

- **Set an example for your staff / subordinates-** Be a role model for your staff. The staff would learn from what you do and not from what you say / claim. The way you interact with your clients / customers and how do you react later after the interaction is over have an impact upon the staff. The staff more closely observes your non-verbal communication (gestures, body language). Being unpunctual, wasting the organization's capital, mismanaging organization's physical equipments, asking the staff to do your personal work, etc. all have a negative impact on the staff. Try setting an example for your staff to follow.
- **Smile often-** Smiling can have a tremendous effect on boosting the morale of the staff. A smiling superior creates an optimistic and motivating work environment. Smiling is an essential component of the body language of confidence, acceptance and boldness. Smile consistently, naturally and often, to demonstrate that you feel good and positive about the staff who works for you. It encourages new ideas and feedback from the staff. The staff does not feel hesitant and threatened to discuss their views this way.
- **Listen effectively-** Listening attentively is a form of recognizing and appreciating the person who is talking. Reciprocal / Mutual listening develops cordial and healthy personal relationships on which the employee / staff development rests. If the managers do not listen attentively to the subordinates, the morale of the subordinates lowers down and they do not feel like sharing their ideas or giving their views. Effective listening by the manager boosts up the employees' morale and thus motivates them.

- **Ensure effective communication-** In order to motivate your staff, indulge in effective communication such as avoid using anger expressions, utilize questioning techniques to know staff's mindset and analysis rather than ordering the staff what to do, base your judgements on facts and not on assumptions, use relaxed and steady tone of voice, listen effectively and be positive and helpful in your responses. Share your views with the staff.
- **Develop and encourage creativity-** The staff should be encouraged to develop the creativity skills so as to solve organizational problems. Give them time and resources for developing creativity. Let them hold constant brainstorming sessions. Invite ideas and suggestions from the staff. They may turn out to be very productive.
- **Don't be rigid. Be flexible-** Introduce flexibility in work. Allow for flexible working hours if possible. Let the employees work at home occasionally if need arises. Do not be rigid in accepting ideas from your staff. Stimulate flexible attitudes in the employees who are accountable to you by asking what changes they would like to bring about if given a chance.
- **Adopt job enrichment-** Job enrichment implies giving room for a better quality of working life. It means facilitating people to achieve self-development, fame and success through a more challenging and interesting job which provides more promotional and advancement opportunities. Give employees more freedom in job, involve them in decision-making process, show them loyalty and celebrate their achievements.
- **Respect your team-** Respect not only the employees' rights to share and express their views, and to be themselves, but their time too. This will ensure that the employees respect you and your time. Make the staff feel that they are respected not just as employees / workers but as individuals too.