



Motivating Employees to Be Their Best

(1 day Instructor – Led Course)

Course Overview

The CBP Business Improvement Series/Motivating Employees to Be Their Best course will increase your knowledge and ability to:

Identify major factors that affect motivation, and apply dialog and listening skills that model community influence and openness. Take specific actions to foster trust within a group and model the concept of accountability. Identify inhibitors to fostering group commitment and passion. Teach a four-step process designed to help groups to learn from mistakes and encourage group initiative. Create a group culture of ownership and accountability and apply strategies for dealing with outside pressures negatively affecting motivation. Identify and apply strategies for dealing with systems and policies negatively affecting group esteem. Match or tailor your leadership style to various employees' motivation preferences.

Who Should Attend

This course is recommended for human resources, business leaders, senior executives, managers, supervisors, and front-line workers

Prerequisites

This course is designed for the student who has little or no experience.

What you will receive

Students will receive an official course manual for post class reference and review.

Certification Preparation

This module prepares candidates to sit the Certified Business Professional exam – B12-204

Course Outline: CBP™ Motivating Employees to be Their Best

Chapter One: The Foundation of Motivation

- Objectives
- Introduction
- Case studies
- Group self assessment

Chapter Two: Fostering Motivations as a Manager

- Objectives
- Who motivates you
- Tailoring your leadership style
- Understanding the difference between equity and equality
- Ethical decision-making
- Dialog and listening
- Assess your comfort level listening and sharing
- Honesty, trust and respect
- Commitment and passion
- Sharing information
- Creating a shared vision and mission
- Building group identity

Chapter Three: Encouraging Employees' Intrinsic Motivation

- Objectives
- Creating a culture of ownership and accountability
- Taking initiative
- Practice
- Learning from mistakes

Chapter Four: Overcoming Obstacles to Motivation

- Objectives
- Dealing with outside pressures
- Improving systems and policies
- Strategies for fostering motivation in a negative culture
- Challenging personalities
- Motivating "borrowed" people