

## Motivating Others - 2 Days

### CEUs - 1.3

**Course Description:** *Motivating Others* is a two-day course that will focus on ways of motivating and leading all generations of workers. This course will discuss motivation plans and how to create them. Several motivational models will be presented, as well as motivational authors who have accomplished ground breaking impact into motivation both personally and professionally. This course will also examine motivation of different cultures and what affects or influences it. This course supports the Lombardo Core Competency number 36.

<i>Course Objectives</i>	<i>Lombardo Core Competencies</i>
<ul style="list-style-type: none"> <li>• Discuss misconceptions about motivation</li> <li>• Analyze thoughts with an organizational behavior self assessment</li> <li>• Compare Generation X and Y with Baby Boomers</li> <li>• Identify different levels of power and how to use it</li> <li>• Discuss reinforcement that impacts behavior and performance</li> <li>• Examine halo and horn effects within an organization</li> </ul>	<p style="text-align: center;"><b><i>Create a climate in which people want to do their best</i></b></p>
<ul style="list-style-type: none"> <li>• Compare the difference between motivating teams and individuals</li> <li>• Identify different motivational models one can use with direct reports</li> <li>• Define different motivational methods</li> <li>• Discuss fundamentals in using rewards</li> <li>• Examine intrinsic and extrinsic motivation</li> <li>• Formulate tactics for enriching the work environment</li> <li>• Discuss what motivates us personally and professionally</li> <li>• Examine the way motivation can be used in teams and projects</li> </ul>	<p style="text-align: center;"><b><i>Learn how to motivate direct reports, project members, or teams</i></b></p>

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<i>Course Objectives</i>	<i>Lombardo Core Competencies</i>
<ul style="list-style-type: none"> <li>• Discuss the myths of different generations</li> <li>• Review common management mistakes with Generation X, Generation Y and Baby Boomers</li> <li>• Discuss motivational differences between the generations</li> </ul>	<p><b><i>Assess each person's hot button and get the best out of them</i></b></p>
<ul style="list-style-type: none"> <li>• Develop proper delegation techniques</li> <li>• Examine monitoring techniques</li> <li>• Discuss how to create a shift from management making the decision to the worker making the decision</li> </ul>	<p><b><i>Delegates tasks to lower levels for decisions</i></b></p>
<ul style="list-style-type: none"> <li>• Discuss excuses given for goal setting</li> <li>• Develop a coaching and mentoring program for all workers</li> <li>• Examine empowerment strengths and weaknesses</li> <li>• Discuss the techniques which violate empowerment</li> </ul>	<p><b><i>Empowers others</i></b></p>
<ul style="list-style-type: none"> <li>• Examine proper ways to ask for input</li> <li>• Distinguish reasons why workers might be hesitant to give input</li> <li>• Discuss how to reduce worker reluctance</li> </ul>	<p><b><i>Invites input from each person and shares ownership and visibility</i></b></p>
<ul style="list-style-type: none"> <li>• Review how to make people feel important</li> <li>• Discuss what violates this environment</li> <li>• Examine conversations which help and hurt</li> </ul>	<p><b><i>Makes each individual feel his/her work is important</i></b></p>
<ul style="list-style-type: none"> <li>• Discuss how to inspire your workers</li> <li>• Examine basic values that assist in inspiring</li> <li>• Discuss the benefits of confidentiality and how it inspires others</li> </ul>	<p><b><i>Is someone people like working for and with</i></b></p>