



**Free Leadership Skills Ebook**

**Plus bonus**

**Author: Gradle Gardner**

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# Staff Motivation and Effective Leadership Skills

Here is a simple but effective way of increasing your leadership skills in motivating staff.

- Firstly make sure you have an understanding of what motivation means, secondly consider how motivation occurs and finally look at ways of how you as a manager can begin to build into your Leadership skills motivational practices at work.

To begin when thinking about motivating staff you need to have the definition of motivation in mind. It is widely agreed that motivation is the internal condition that activates behavior and gives it direction; and that it also energizes and directs goal-oriented behavior.

How does this occur in the workplace?

When looking at your managerial skills in staff motivation you will also need to begin considering the key concepts of motivation:

Intrinsic Motivation and Extrinsic motivation

- Intrinsic motivation mainly comes from rewards inherent to a task or activity itself best viewed as the joy of doing a job. Research in this area which you may find useful is based on the work of Fritz Heider, Bandura and Deci.

- Extrinsic motivation is generally something that comes from outside of the performer or worker and there is no great surprise when I say that an example of this

is money! But it also includes rewards and punishments (I do not recommend punishment) etc.

So finally it is important that you as a manager get the balance of understanding what motivates your workers and how they are motivated in the most beneficial way. How you put it all together to motivate your staff using Leadership skills will develop your staff, your business and your career.

And a final word for you as a manager "Motivation is what gets you started. Habit is what keeps you going."- Jim Rohn

Discover the Staff Motivation and Leadership Techniques that has helped hundreds of Managers like yourself succeed Today. Visit

<http://www.InstantStaffMotivation.com> and download your free gift to immediate Leadership skills.

# Work Plans - Easy Steps for Managerial Success

Becoming a manager does not necessarily mean that you will automatically be provided with a “How To Do” It instruction manual. Many new managers have to gather their own information about managing and do on the job training. An effective management tool to have in your blossoming repertoire is how to use work plans in order to achieve coordination, control, develop and support workers who you manage.

Try starting to use work plans with the following headings and use a table for the content:

- Objectives: The reason for doing the activity or task
- Action required: The act or steps which will be taken in order to achieve the objective
- By Whom: This is usually the employee in conjunction with others if required
- By what date: deadlines and schedules must be built in and realistically achieved

Then as you get more familiar with using them add headings for more complex issues such as costings, risks and projections.

Work plans ideally should be put together with the employee and reviewed at sufficient intervals for there to be a chance to see if they are on track and are working.

When you start to use work plans you will see that they are the basic management planning tool for effective uses for example for business plans, appraisals, group work and individual planning. Use them for all types of objectives such as project management, financial planning, and direct work with customers and marketing.

They will offer you clarity about the work you have to do and help you to stay on track of your work, as well as developing your managerial skills.

**Write a work plan which will help you to organize your next project or your personal training.**

## **9 Ways to Motivate Your Staff & Lessen Work Place Stress - You Will Be Seen As an Incredible Leader**

Motivation can be described as the source which inspires someone's specific actions. At work, how well motivated your employees are to carry out their duties and roles will have a significant influence on how your organization functions, your profits and even sickness levels, it can make or break your company.

Stress can have an enormous affect on motivation, motivation can influence stress. A Catch 22 situation could go unnoticed.

Do not think that pay alone will lead to job satisfaction. There are other very crucial ingredients to motivation which the manager with good leader ship qualities considers in order to grow and maintain their healthy business whilst ensuring that their staff help achieve the goals of the company.

So start off by applying these 9 pointers to how you think your company is stacking up in the areas known to motivate workers to achieve their best:

- You offer workers adequate amounts of responsibility
- You give recognition to your workers of the work that they do
- Your company offers the possibility of ongoing advancement and growth
- The work itself is satisfying (I know there is no way to really measure this but would you want to do the job as it is at the moment?)

- Pay and job security issues do not leave workers dissatisfied
- Interpersonal relationships with colleagues and bosses are not impacting on their wellbeing and you have systems to deal with issues such as conflict or harassment
- Working conditions are conducive to wellbeing; this can include spaces to make refreshments as well as standard health and safety requirements
- Company policies and procedures do not inappropriately challenge people's values and are there to support them and get the job done

### **Exercise**

Critically look at the list to see if these things are in place or are some of these things missing? Which ones are leading to job dissatisfaction and or stress for your workers. Then in supervision set them as goals to work towards. In some cases there may be changes which cannot be met then; career advice, training or other actions may be needed.

### **The Impact of Stress on Your Role as A Manager**

It can be helpful to you as a manager if you can identify and analyze the stresses which impact on your job and role as a manager. So why don't you take these first actions towards being an incredible manager with leadership qualities by applying the above to you as well as your employees?

The outcome of this work will enable you to see insights into, How well motivated are you? How well motivated are the workers you manager? How does stress impact on



your motivation? To what degree stress is impacting on your staff's motivation at work?

Visit <http://www.myworkplacewellbeing.net> and Download a free 5 sessions Ecourse for more instant resources.

## **Great Leader do not let stress ruin their life or sabotage their careers!**

Do you regularly feel stressed at work? Do you find yourself suffering from anxiety, stomach ache, mental exhaustion or disturbed sleep? Does the thought of "deadlines", "a meeting with the manager" or "the unpleasant colleague across the room" fill you with dread? Being sick gives you relief. You don't want to take time off and fall even further behind with your work, but you have to. Even then, while sitting at home, you still feel anxious about the outstanding items on your to-do list. But what else can you possibly do? Do you try to fix it? Do you drink, smoke or eat excessively? Do you blame others? Do you pick a fight with your nearest and dearest? Do you go to your room and cry?

Well do something about it today and become the Incredible Leader you want to be.

Check out [www.MyWorkPlaceWellbeing.net](http://www.MyWorkPlaceWellbeing.net) where you will find "Inducing Wellbeing In The Worker Place: A Workers Guide To Stress Management. An easy to use must have manual for all managers.

We have devised it to give incredible results to managers in the work place who want to prevent stress ruining their career. Grab your copy **Today!**

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