



BE THE INSPIRATION THEY WANT ~ AND NEED

A 90-minute Webinar



MOTIVATION – WHAT IS IT & WHAT DOES IT MEAN?

1. You can't _____ others, but you can create a motivating _____.
2. Internal motivation = _____ what you do.
External motivation = doing something to get _____.

WHAT DO THEY WANT ~ AND NEED?

1) What are some of the key attributes of a great supervisor?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2) Earning _____ and _____, as well as being able to communicate the _____ of the organization are key.

3) Other factors in employees being willing to “follow the leader” are:

- a) a leader who is willing to seek _____
- b) a leader who knows his/her _____
- c) a leader who doesn't pass the _____
- d) a leader who can make good _____ in a timely manner
- e) a leader who is a good _____
- f) a leader who _____ for his/her employees
- g) a leader who is willing to _____ information
- h) a leader who helps to _____ his/her employees
- i) a leader who clearly explains _____ and provides the necessary resources to accomplish assigned tasks

j) a leader who develops his/her employees as a _____

4) Your supervisory style has much to do with your personality and your _____ tendencies.

5) There are many descriptions of personality and behavioral tendencies. Let's review Littauer's "Personality Puzzle" to understand four basic styles:

TIPS TO ESTABLISH CREDIBILITY & RESPECT

1. Be _____ and keep your _____.
2. Talk to everyone with a _____ attitude.
3. Welcome constructive _____.
4. Reinforce your dialogue with your _____ pattern.
5. Speak up for yourself and your _____.
6. Remain _____ and be _____.
7. Give _____ and _____ when deserved.
8. Never talk your organization _____.
9. Be _____ and easy to talk to.
10. Encourage employees to _____ their work and personal lives.
11. Share _____, _____, and _____.

Which of the 11 items listed could you improve upon? _____

Who? When? Where? How? Why? What? _____

ARE YOU A GOOD SUPERVISOR?

Y=Yes **U**=Usually **O**=Occasionally **N**=No

- ____ 1. Do you personally thank employees for doing a good job - one on one, in writing, or both?
- ____ 2. Do you take time to meet with and listen to your employees?
- ____ 3. Do you provide specific feedback about your employees' performance?
- ____ 4. Do you strive to create an environment that is open, trusting, and fun? **How?**

- ____ 5. Do you provide your employees with information on upcoming programs and services, how your organization receives and loses money, and how each employee fits into the overall plan?
- ____ 6. Do you involve employees in decisions, especially those that affect them?
- ____ 7. Do you encourage employees to have a sense of ownership in their work environment?
- ____ 8. Do you create partnerships with your employees by giving them a chance to grow and learn new skills?
- ____ 9. Do you celebrate the successes of the organization, the department, and the individuals in it?
- ____ 10. Do you use performance as the basis for recognizing, rewarding, and promoting your employees?
- ____ 11. Do you provide a thorough orientation to new employees?
- ____ 12. Do you assign work so that your employees are able to use their skills and strengths?
- ____ 13. Do you promote employees' participation in "high visibility" activities?

Of the 13 items listed, which would you like to work on first? How?

What is one thing you will do differently within the next 30 days?

HOW will you make this change? _____
