



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. Ability to take specific actions to foster trust within a group and model the concept of accountability, identify inhibitors for fostering group commitment and passion. Learn to 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. Apply strategies for dealing with outside pressures that negatively affect motivation. Identify and apply strategies for dealing with systems and policies negatively affecting group esteem, by matching or tailoring your leadership style to various employees' motivation preferences.

Who Should Attend

This course is recommended for human resources personnel, 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 – **B12204**

Course Features



Course Outline: CBP™ Motivating Employees to be Their Best

Chapter One: The Foundation of Motivation

- Introduction
- Case studies
- Group self assessment

Chapter Two: Fostering Motivations as a Manager

- Who motivates you
- Tailoring your leadership style
- Understanding the difference between equity and equality
- Ethical decision-making
- Dialog and listening
- Assess your comfort level in 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

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

Chapter Four: Overcoming Obstacles to Motivation

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