

QTIC - Employer Help 6. Motivating Staff

Instruction for Managers

- Complete this checklist and look closely at what you do, make notes on what you can improve
 - Don't forget to be in contact with your Association and ask if they have resources to help you
- Most importantly, pop this into your HR Plan for your business

Information	Tips
How motivated are my staff today?	<p>Measuring staff satisfaction is an important start. You can't manage what you can't measure!</p> <p>If you feel morale is down – it is up to you and your team to do something about it.</p> <p>Talk to staff and get them involved in improving the workplace, service and teamwork. They will appreciate being asked and being involved.</p>
How motivated am I?	<p>We know you are busy and that you often come last in the whole list of priorities. So, how happy are you?</p> <p>If you are looking to motivate others – you may need to look at how motivated you are. Staff know when you are not happy. Take time out to review your priorities and improve your planning.</p>
What can I do to influence how staff feel about their job?	<p>Firstly, is your business a good place to work?</p> <p>How good a manager and leader are you? Once you have yourself sorted, you can help others.</p> <p>Be positive and don't accept anything but positive language and behavior in the workplace. Keep it simple!</p>
What can I do to influence how staff feel about our business?	<p>In small business – your staff will reflect the way you feel – about the business, about your clients and about your fellow workmates.</p> <p>Remember to have fun too. Time for fun activities is a great chance to de-stress and enhances the teamwork.</p> <p>Lead by example</p>