



3 WAYS TO MOTIVATE EMPLOYEES

Watch the [video](#) titled “3 Ways To Motivate and Inspire Employees” by Workovate.

1 WARM UP: QUOTES

Task: Discuss the quotes related to motivation, use the prompts to guide your answers.

- a. Discuss the meaning of each quote.
- b. How could you apply the meaning of each quote to your life?
- c. To what extent do you agree / disagree with each quote?
- d. Can you think of any real-life example where you have seen the meaning of each quote in practice?

1. “If your dreams don’t scare you, they are too small.” - Richard Branson.
2. “The difference between ordinary and extraordinary is that little extra.” - Jimmy Johnson
3. "Success is stumbling from failure to failure with no loss of enthusiasm." - Winston Churchill
4. “People often say that motivation doesn’t last. Well, neither does bathing; that’s why we recommend it daily.” - Zig Ziglar
5. “Ability is what you’re capable of doing. Motivation determines what you do. Attitude determines how well you do it.” -Lou Holtz

Task 2: Discuss the following lead-in questions as a class.

- a. How do you feel when you accomplish a task at work?
- b. Can you share a time when you felt really proud of your work?
- c. What helps you stay positive during tough days at work?
- d. What small things at work bring you joy and motivation?
- e. In your view, what are the main things motivating people to go to work every day?

2 VIDEO: VOCABULARY

Task 1: Match the words from the [video](#) (1-10) to their definitions (a-j).

1. disengaged employees.
2. engaged employees.
3. employee satisfaction.
4. employee retention rates.
5. self-actualization.
6. recognition.
7. extrinsic motivators
8. intrinsic motivators.
9. autonomy.
10. mundane.



- a. Acknowledgment or appreciation of an employee's efforts or achievements.
- b. Workers who lack interest and motivation in their job.
- c. Internal factors like personal growth, enjoyment, or a sense of purpose.
- d. Workers who are enthusiastic, committed, and involved in their job.
- e. The overall contentment employees feel about their work and workplace.
- f. The percentage of employees who stay with a company over a period of time.
- g. The realisation of one's full potential and personal growth.
- h. Something that is dull, routine, or lacking excitement.
- i. External rewards like money, praise, or benefits that drive behaviour.
- j. The ability to work independently and make decisions without constant oversight.

Task 2: Create 10 sentences using the words (1-10) in relation to your work life.

3 VIDEO: HERZBERG'S TWO-FACTOR MODEL

Task 1: Watch the [video](#), then choose the correct answer to the questions.

1. What is the primary focus of Herzberg's two-factor model?
 - a. Only motivators.
 - b. Only hygiene factors.
 - c. Both motivators and hygiene factors.

2. Which of the following is an example of a hygiene factor in the workplace according to Herzberg's model?
 - a. Recognition.
 - b. Salary.
 - c. Advancement.

3. According to Herzberg, which of the following is a motivator that drives motivation and engagement at work?
 - a. Company policies.
 - b. Administrative bureaucracy.
 - c. Advancement and growth.

4. How do hygiene factors influence job satisfaction, as per Herzberg's model?
 - a. They lead to satisfaction.
 - b. They have no impact.
 - c. They can cause dissatisfaction if poorly managed or absent.

5. Why is it crucial for managers to consider both hygiene factors and motivators?
 - a. Motivators alone are sufficient.
 - b. Hygiene factors alone are sufficient.
 - c. Both factors play a role in effective motivation.

Task 2: Imagine your friend has never heard of Herzberg's Two-Factor Model. Your task is to explain the key concepts in a way they can easily understand.

1. Take a few minutes to organise your thoughts.
2. Focus on the main ideas of the model.
3. Then, explain it to your "friend" as clearly as possible.

4 VIDEO: MASLOW'S HIERARCHY OF NEEDS

Task 1: Watch the [video](#), then decide if the following are true or false.

1. According to Maslow's hierarchy, physical needs such as food and shelter form the foundation of the hierarchy.
 - a. *True.*
 - b. *False.*
2. The hierarchy includes layers such as safety needs, belonging needs, self-esteem needs, and self-actualization needs.
 - a. *True.*
 - b. *False.*
3. Maslow 's model says that once physical needs are met, people's attention would not shift to other needs in the hierarchy.
 - a. *True.*
 - b. *False.*
4. The main point to remember is that all needs in Maslow's hierarchy are equally important.
 - a. *True.*
 - b. *False.*
5. For a manager, it's important to understand each team member's personal needs to ensure they are motivated at work,
 - a. *True.*
 - b. *False.*

Task 2: As a class, complete the stages of Maslow Hierarchy of Needs below.

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.

Task 3: As a class, decide what each stage means to you in relation to your own life.

5 VIDEO: INTRINSIC OR EXTRINSIC

Task 1: Watch the [video](#), then label the pictures as extrinsic or intrinsic motivators.



1. A year-end bonus for meeting targets.
2. The autonomy to work anywhere.



3. Training programs to improve skills.
4. Winning employee of the month.



5. Contributing to the company's mission.
6. Promotion from "Associate" to "Manager".

Task 2: Can you think of more extrinsic and intrinsic motivators?

1. _____
2. _____
3. _____

6 DISCUSSION: MOTIVATION

Task: Discuss the following questions as a class. Have fun!

1. How does Maslow's hierarchy of needs suggest individuals prioritise their needs in the workplace?
2. Can you think of a time when your basic needs, like food or shelter, influenced your motivation at work?
3. What is self-actualisation? Does this motivate you at work to seek career progression?
4. How can hygiene factors such as company policies, your manager, your salary, your relationship with your peers impact motivation?
5. Have you ever experienced negative relationships at work, with management or colleagues, that negatively impacted your motivation?
6. Do you think a good salary is enough to maintain long-term employee motivation?
7. How can motivators such as achievement, recognition, the work itself, responsibility, advancement, and growth impact motivation?
8. Have you ever experienced the positive effects of recognition and rewards at your workplace? How did it make you feel?
9. Can you think of a specific training program you would like to do that would make you feel more motivated at work?
10. What role do you think meaningful work and goals play in keeping employees engaged and motivated?
11. Share a personal experience where intrinsic motivators, such as autonomy or curiosity, positively affected your work.
12. Do you feel that you have autonomy at work? Are there any areas, such as work location or scheduling, where you would like more autonomy?
13. Share a personal experience where extrinsic motivators, such as money, job titles, badges, or anything that represents status, impacted your work.
14. How important do you think it is for a manager to understand the different models of human motivation?
15. Have you ever worked for a good manager who was able to make you feel motivated to work harder? What did they do to make you feel this way?
16. In your view, why should businesses focus on increasing employee engagement and motivation?

7 DEBATE: MOTIVATION

Task 1: Study the statements, then decide if you agree or disagree with them. Use the language in the table at the bottom of the page to help structure your answer.

John



I think focusing too much on personal motivation can make it harder for the team to work together smoothly.

Oli



As adults, it's our own responsibility to find motivation in our work without relying on management, the business or others.

Beth



If businesses truly want to motivate staff, they should offer more days off, higher pay, or things people genuinely want, instead of silly rewards or office perks.

Amy



I think bonuses and employee of the month rewards can create unhealthy competition, creating a toxic workplace culture.

Express an opinion It seems to me that... I feel that... I'm absolutely convinced that... In my opinion,... I believe / suppose / feel (that)...	Express disagreement I don't agree with you about... I can't accept your view that... I have a different opinion... I'm not sure if... I'm not convinced that...
Express pro's and con's There are two sides to this point... On the one hand...,on the other hand... An argument for / against is... Some people think that...,others say that... The advantages / disadvantages are...	Summarise So, in conclusion... To summarise.. Overall, it is clear that... As a result.. The bottom line is...

8 CASE STUDIES: MOTIVATION

Let's finish the lesson by studying five case studies. Read about each person who is lacking motivation at work. As a manager, what would you do to motivate them?

1. Hannah feels unmotivated due to unclear job expectations. With no clear goals, she struggles to see the impact of her work, which negatively impacts her enthusiasm and productivity.

2. Tom's low motivation comes from a lack of recognition. Even though he works hard, nobody notices or appreciates it, which makes him feel unimportant.

3. Raj is demotivated because of a poor relationship with colleagues. Constant arguments have created a negative atmosphere in the office.

4. Emily's mundane job makes her feel demotivated. Her tasks are easy and repetitive, making her feel bored and unchallenged, resulting in a lack of enthusiasm to work hard.

5. David has motivation issues because there is a lack of professional development opportunities. He wants to learn and grow in his career, but there aren't any chances for him to do that in his current job.



HOMEWORK

Read the text about how to motivate employees, then write answers to the questions.

1 FOUR WAYS TO MOTIVATE EMPLOYEES

Motivating employees is essential for a productive and happy work environment. Here are four ways to inspire and engage your team:

Recognition and Appreciation: Regularly acknowledging and appreciating employees' efforts is a powerful motivator. Simple gestures like a thank-you note, public recognition, or employee of the month awards can improve morale. When individuals feel valued, they are more likely to be motivated and productive.

Clear Communication: Providing clear expectations, goals, and feedback ensures that employees understand their roles and responsibilities. Regular team meetings and one-on-one check-ins lead to open communication, allowing employees to express concerns and receive help, creating a sense of belonging and purpose.

Professional Development Opportunities: Offering opportunities for skill development and career advancement motivates employees to invest in their roles. Training programs show that the organisation is committed to employees' growth. This not only improves their skills but also creates a sense of loyalty and dedication.

Work-Life Balance: Encouraging a healthy work-life balance improves employee motivation. Flexible schedules, remote work options, and paid time off show that the organisation values the well-being of its workforce. When employees feel supported in maintaining a balance between work and personal life, they are more likely to approach their tasks with enthusiasm and commitment.

By using these strategies, companies can create a positive work environment that leads to employee satisfaction and productivity.

Task 2: On a separate piece of paper, write detailed answers to the following questions.

- a. How does recognition improve employee motivation? Give examples.
- b. How can clear communication lead to motivated employees?
- c. Do professional development opportunities motivate you? Explain.
- d. How can a work-life balance lead to better motivated employees?
- e. Write a summary of what you learned from the text, and main lesson.