4GROW *lead the way*

Team management and motivating employees

#1 How to keep employees motivated? Principles and practical techniques - motivation 3.0

You will discover the power of the psychology of motivation and learn and receive practical tools that will help you keep your employees motivated at the highest level.

- 10 strongest universal, preventive **non-financial motivators** , stronger than a raise,

- What is the importance of needs in motivating and how to use them in motivating? **Maslow and Herzberg's theory** along with a practical tool for its application,

- **How to motivate Generation X/Y/Z (Millennials)** ?

- How to regularly check the level of motivation and react on an ongoing basis to prevent it from decreasing? Practical tool: **Motivation Matrix™,**

- What is **Motivation 3.0 ?** and why does the "carrot and stick" model no longer work?

- **What rewards and how to use them** so as not to lose employee motivation.

#2 From feedback, through supporting development, to enforcing and disciplining a reluctant employee

You will learn to provide your employees with constructive feedback, based both on the so-called pure feedback, as well as elements of the so-called feedforward . You will learn to escalate your techniques to the strongest ones when your previous requests, tips, questions and feedback have failed!

- **Feedback** - how to talk to an employee to gently draw his attention to "development" areas? I will teach you some powerful techniques that, when properly understood and used, will bring the desired results.

- **Feedback with feedforward elements** – when you want to provide appreciative feedback or when you want to accelerate positive changes and feedback alone is not enough: the ZFPUP technique.

What you will learn at the workshop:

- **Motivating, inspiring** and **engaging** the employee (non-financially)
- **Enforcing** assigned tasks and **disciplining** reluctant employees.
- **Delegating** goals and tasks.
- Fair **settlement** and **evaluation** of employees.
- **Building the image of a leader**
- Employee **development** and making it independent in developing.
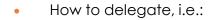- **Building a team that cooperates** and supports each other in achieving common goals

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- Does your employee not follow orders? Refuses? Or he says he will do something and doesn't do it? In your real professional situations, I will show you the most effective **enforcement and discipline techniques** in difficult situations. Everyone will practice these techniques from the perspective of the boss and the "disciplined" and experience their effectiveness: 4AS™ - an advanced original technique that you will take care of implementation and the relationship.

- **Recovery program** for subordinates - a practical tool and tips for the most difficult managerial situations.

- **Development interview** and questions building responsibility and proactivity on the employee's side - practical tips and techniques.

#3 Delegating, settling and assessing effectiveness

- **Mistakes in delegation** You will see what mistakes 90% of managers make in the process of setting goals using goal setting sheets (e.g. MPD, MPO, IPD, etc.), as a result of which this process is a parody and periodic evaluations are unfair.

- How to delegate, i.e.:

  - how to plan the division of tasks to relieve yourself of operational work - two practical tools that will help you with this: the **4GROW™ delegation model** and **6 Levels of Delegation according to Harvey Sherman;**

  - what language and phrases to use for delegation, depending on the effect you want to achieve, the employee's competences and your relationship - elements of neurolinguistics in delegation.

- SMART is not everything. You will learn our original SMART-UP model and discover **how to set goals** (and tasks) for employees:

  - at the operational and managerial level

  - learners and specialists/experts

  - creative and formulaic

  - committed and lazy

- **How to settle and evaluate**

  - What criteria should be adopted for settlement and evaluation to make it fair?

  - How to determine objective and measurable success indicators?

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- How to motivate to improve with a fair assessment?

- You will learn an extremely simple, effective and practical tool that will help you conduct periodic evaluation conversations - thanks to this technique, your employees will be sure of a fair evaluation. Additionally, this tool will help you diagnose the competences/talents of your subordinates.

#4 How to manage a team and what management style to choose?

- Situational management according to Hersey -Blanchard - how to recognize an employee's maturity to optimally match the management style, tools and techniques:

  - R1 - enthusiastic newcomer

  - R2 - disappointed adept

  - R3 - competent-careful practitioner

  - R4 - independent expert

- How to match your management style to the situation and employee:

  - styles by Blake- Mouton

  - styles by Hersey -Blanchard

#5 The role of the manager in team management

Employee management is both a process and a cycle - in order for a leader to ensure the effective work of his subordinates in his organization, he should have time to perform 4 basic managerial functions:
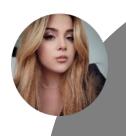
- organization

- delegation

- motivating

- settlement

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During the training, you will learn techniques
and tools that will help you
perform the above functions and will also
make up the entire employee
management cycle, which is also the link
that connects all the training elements:

1. Defining goals and tasks,

2. Research on employee needs, motivators
   and demotivators,

3. Delegating tasks and responsibilities,

4. Monitoring the implementation of tasks
   and adequate to the employee's
   competence level, support
   in the implementation of tasks,

5. Enforcement based on performance indicators,

6. Assessment of the level of
   project/task implementation and
   employee effectiveness,

7. **Summary** – periodic conversation
   and setting a development path.

**Do you have any questions?
Please contact me**

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