

# The 10 Commandments of Workplace Motivation

During times of war, commissioned officers build morale among their troops with light entertainment, hot meals and the occasional appearance of a decorated commander. In the working world, it's not that easy. Often, management experiences difficulty motivating employees and boosting morale. And yet, a motivated workforce is a productive and happy workforce.

The problem is, intangibles such as workforce motivation require maintenance. Not only that, management must practice what it preaches. When management takes action and employees follow rules, morale improves. But when management or labor breaks the rules, motivation deteriorates. Managers spend too much time insisting they are building a motivated workplace when, in fact, they often sabotage it.

A motivating work environment is everyone's responsibility. Gone are the days when we look to managers to motivate. Here are Ten Commandments that everyone in your organization must follow if you want to build the kind of workplace

where everyone thrives.

## 1. Build self-respect

Positive reinforcement allows people to understand their performance adds value to the organization. Receiving positive reinforcement gives employees a sense of satisfaction that creates the initiative to try new ideas and take bigger risks. We never have enough self-respect.

## 2. Don't be neurotic (or disguise it well)

Employees deserve a clear understanding of what behaviors and outcomes management expects. Many managers are so unclear, employees think they intentionally obscure purpose. Provide a precise vision and systems for the most important activities.

## 3. Show respect

Managers often treat employees like a child in an adult-child relationship. An adult-adult transaction requires that we allow employees the latitude to solve problems. Provide guidance with a clear picture of what outcomes you expect and allow employees to think for themselves.

## 4. Live integrity

Most people say they are honest. In any day, however, those same people will break their word repeatedly in small ways. Employees immediately spot managerial mistakes and slips in integrity by peers and managers. Instead of confronting the problem directly, employees blame, gossip and whine. Manager and employees must live in integrity, keep their word and speak a deeper truth.

## 5. Be fair

In a world where nothing is fair, we need to find ways to be as fair as possible. Fair does not mean equal. Paying for performance isn't fair if you cap the incentives that a star performer can receive. If you reward employees for cost savings, increases

in revenue, or sales to new customers, additional money is there to share. Share the money with employees!

## 6. Value and reinforce ideas

According to an Employee Involvement Association study, the average em-

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## Reducing Turnover & Improving Productivity

Are you struggling with employee turnover, integrity issues or low productivity? You're not alone!

Studies have shown, the No. 1 issue facing today's businesses and the bottom line is selecting, hiring and retaining quality, qualified employees. With the unemployment rate hovering near its lowest point in four decades, it's never been so critical to hire the right person for the job the first time.

The US Department of Labor estimates that turnover cost at least 33% of a new hire's annual salary and up to 250% to replace a salesperson or manager. However, research has shown most hiring decisions are still being made from "gut instincts" in the first five minutes of an interview. This is the main factor that

leads to two of three new hires disappointing in the first year.

### Matching & Screening Candidates

Of those in the applicant pool, 95% say they would be willing to make a false statement on their resume in order to get a job according to a Nation's Business Magazine survey. Because of legal interview constraints, exaggerated resumes and problems associated with antiquated hiring methods, successful companies have begun evaluating their candidates more thoroughly.

Through matching people to jobs, rather than "hiring a warm body" as many employers are doing these days, companies have achieved higher attendance records, less turnover, greater job satisfaction and

superior job performance. Both the employee and employer share the benefits of enhanced person-to-job fit.

On the same note, employers who have begun screening for integrity with assessment tools have seen reductions in profit stealing activities like tardiness, absenteeism, theft, fraud and poor customer service. Ultimately, by hiring quality, qualified candidates, turnover is reduced and productivity is improved which will have a very positive effect on the bottom line.

*For more information on "job matching" or integrity assessment tools, contact Grant D. Robinson at 877-931-2220 or [www.peoplevalues.com](http://www.peoplevalues.com).*