



## How Can I Motivate My Team?

Assess yourself on how often you are doing the following activities and produce an action plan on how you can improve each area.

You can even ask your team members to complete it on you so that you get some valuable feedback and then compare your self-assessment with what they say.

**RESPONSIBILITY**

FREQUENCY											Don't Know
	Not at all						Sometimes		All the time		
1. Increase awareness of individual specific responsibilities	1	2	3	4	5	6	7	8	9	10	
2. Encourages self-analysis	1	2	3	4	5	6	7	8	9	10	
3. Widen individual knowledge of total company operation	1	2	3	4	5	6	7	8	9	10	
4. Hold group meetings and encourage involvement from everyone	1	2	3	4	5	6	7	8	9	10	
5. Give special projects to more experienced staff	1	2	3	4	5	6	7	8	9	10	

**DEVELOPMENT & GROWTH**

											Don't Know
	Not at all						Sometimes		Always		
6. Provides training in current job	1	2	3	4	5	6	7	8	9	10	
7. Offers coaching and counselling	1	2	3	4	5	6	7	8	9	10	
8. Increase individual self-confidence	1	2	3	4	5	6	7	8	9	10	
9. Develops training where appropriate	1	2	3	4	5	6	7	8	9	10	
10. Ensures a career structure and skills path	1	2	3	4	5	6	7	8	9	10	

**ACHIEVEMENT**

	<b>Not at all</b>				<b>Sometimes</b>				<b>Always</b>		<b>Don't Know</b>
11. Sets positive targets and objectives	1	2	3	4	5	6	7	8	9	10	
12. Increases individual responsibilities	1	2	3	4	5	6	7	8	9	10	
13. Increase variety of tasks	1	2	3	4	5	6	7	8	9	10	
14. Invite involvement. ie. Ideas etc	1	2	3	4	5	6	7	8	9	10	
15. Increase freedom to work in own way (whilst retaining control)	1	2	3	4	5	6	7	8	9	10	

**RECOGNITION**

	<b>Not at all</b>				<b>Sometimes</b>				<b>Always</b>		<b>Don't Know</b>
16. Verbal praise when a job is done well	1	2	3	4	5	6	7	8	9	10	
17. Increase direct communications between workers and managers	1	2	3	4	5	6	7	8	9	10	
18. Report excellent achievement to management and get management involvement in praise	1	2	3	4	5	6	7	8	9	10	
19. How their importance by working with them	1	2	3	4	5	6	7	8	9	10	
20. Thank them	1	2	3	4	5	6	7	8	9	10	

**RECOGNITION CONT**

	<b>Not at all</b>					<b>Sometimes</b>					<b>Always</b>					<b>Don't Know</b>					
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
21. Notice the positives	1	2	3	4	5	6	7	8	9	10											
22. Ask for their help	1	2	3	4	5	6	7	8	9	10											
23. Written recognition for exceptional achievement	1	2	3	4	5	6	7	8	9	10											
24. Praise effort as well as output	1	2	3	4	5	6	7	8	9	10											
25. Other teams know what your team is doing	1	2	3	4	5	6	7	8	9	10											

**THE WORK**

	<b>Not at all</b>					<b>Sometimes</b>					<b>Always</b>					<b>Don't Know</b>					
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
26. Create a positive environment	1	2	3	4	5	6	7	8	9	10											
27. Delegate	1	2	3	4	5	6	7	8	9	10											
28. Concentrates on developing a team approach	1	2	3	4	5	6	7	8	9	10											
29. Diminishes frustrations wherever possible	1	2	3	4	5	6	7	8	9	10											
30. Improve working conditions, equipment and facilities	1	2	3	4	5	6	7	8	9	10											

**SUMMARY SCORE SHEET**

Skills	Manager	Line Manager	Employee 1	Employee 2	Employee 3	Employee 4	Employee 5
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							
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## About MTD



MTD, the management training specialists, has been working with a **wide variety of clients** (both large and small) in the **UK and internationally** since 2001.

Since that time we have delivered training in over 23 different countries to over 2,500 different organisations and 50,000 staff.

Our head offices are based in the Midlands where we have our very own training centre, including a multi-media suite that enables us to provide a full range of blended learning solutions including video, podcasts, e-learning and online support solutions.

We specialise in providing:

- In-house, **tailor made** management training courses (1-5 days duration)
- **Open courses** (Delivered throughout the UK at various locations)
- Management & leadership development **programmes** (From 5 days to 2 years)
- **Blended** learning solutions (online and offline)
- Corporate and executive **coaching** (With senior or middle managers)

Our team of highly skilled and experienced trainers and consultants have all had distinguished careers in senior management roles and bring with them a wealth of practical experience to each course. At MTD Training we will design and deliver a solution that suits your specific needs addressing the issues and requirements from your training brief that best fits your culture, learning style and ways of working.

### Our Key Unique Selling Point

*“Bespoke, practical and quality training delivered by a trainer experienced in your industry is a “given”. Where we really make a difference is how we **help your managers to embed and implement the learning** after the course. We offer industry leading post course support to make this happen so you get a real, tangible return on your investment”*



**Head Office:**

MTD Training, 5 Orchard Court, Binley Business Park, Coventry, Warwickshire, CV3 2TQ

**Website:** [www.mtdtraining.com](http://www.mtdtraining.com)

**Email:** [info@mtdtraining.com](mailto:info@mtdtraining.com)

**Telephone:** 0800 849 6732

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