



# How Can I Motivate My Team?

By  
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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	Not at all				Sometimes				All the time		Don't Know
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

	Not at all				Sometimes				Always		Don't Know
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

	Not at all				Sometimes				Always		Don't Know
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

	Not at all				Sometimes				Always		Don't Know
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

	Not at all				Sometimes				Always		Don't Know
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

	Not at all				Sometimes				Always		Don't Know
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
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2							
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## About MTD



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Sean McPheat is the **Chief Executive Officer** of the multi-award winning **MTD Training Group**.

Founded in 2001 and having trained hundreds of thousands of staff since, MTD specialise in management and leadership development and also sales effectiveness programmes.

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