

# the motivational tool kit



**Personal Profile and  
Action Plan Booklet**

**A Training  
Action Planning  
Data Gathering Project**

## motivational tool #1

## Compensation and Benefits

<u>1. Compensation and Benefits</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Linking Pay to Performance		1	2	3	4	5
Building in Choice		1	2	3	4	5
Perceptions of Equity and Adequacy		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #2

## Security and Stability

<u>2. Security and Stability</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Ensuring Security and Stability		1	2	3	4	5
Preventing Inequity or Mistreatment		1	2	3	4	5
Freedom from Chaos		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #3

## Work Conditions

<u>3. Work Conditions</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Decreasing Excessive Control or Workload		1	2	3	4	5
Inspirational Objects & Themes in the Work Place		1	2	3	4	5
Being an Architect for Positive Work Conditions		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #4

## Rewards and Incentives

<u>4. Rewards and Incentives</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Fully Using the Company's Reward system		1	2	3	4	5
Using Other Rewards and Incentives		1	2	3	4	5
Effectively Linking Rewards to Performance		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #5

## Inspiration and Role Models

<u>5. Inspiration and Role Models</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Bringing in Inspiration Through Various Means		1	2	3	4	5
Being a Role Model Myself for Enthus-IASM		1	2	3	4	5
Using Inspiring and Motivating Communication		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #6

## Healthy Competition

<u>6. Healthy Competition</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Balancing Competition with Cooperation		1	2	3	4	5
Making Competition Fun and Healthy		1	2	3	4	5
Limiting Unhealthy Competition Within The Team		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #7

## Fun, Humor, and Energy

<u>7. Fun, Humor, and Energy</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Using Energizers and Fun Activities		1	2	3	4	5
Encouraging Humor in the Work Place		1	2	3	4	5
Being Willing to Take Risks and Be Silly		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #8

## Team Spirit

<u>8. Team Spirit</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Having Enough Team Gatherings		1	2	3	4	5
Encouraging Team Spirit in People		1	2	3	4	5
Going Beyond Token Efforts at Team Building		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #9

## Positive Recognition

<u>9. Positive Recognition</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Giving Enough Personal Recognition		1	2	3	4	5
Recognizing Effectively One-on-One		1	2	3	4	5
Making Award Ceremonies Effective		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #10 Positive Management Communication

10. <u>Positive Management Communication</u>	<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Showing Respect, Honesty, Fairness, and Caring	1	2	3	4	5
Expressing Specific Encouragement and Belief	1	2	3	4	5
Promoting the “Attitude of a Learner”	1	2	3	4	5
Ways I Do Well	Ways I Can Improve		Suggestions to Management		
1.	1.		1.		
2.	2.		2.		
3.	3.		3.		

## motivational tool #11 Job Impact & Performance Management

11. <u>Job Impact and Performance Management</u>	<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Providing Clear Roles and SMART Goals	1	2	3	4	5
Coaching with Informational Feedback on Behaviors	1	2	3	4	5
Providing Timely, Effective Performance Appraisals	1	2	3	4	5
Ways I Do Well	Ways I Can Improve		Suggestions to Management		
1.	1.		1.		
2.	2.		2.		
3.	3.		3.		

## motivational tool #12

## Job Interest and Variety

12. <u>Job Interest and Variety</u>	<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Fighting Boredom and Routine through Variety	1	2	3	4	5
Providing Challenge and Enrichment Opportunitites	1	2	3	4	5
Adapting the Job For Interest and “Wholeness”	1	2	3	4	5
Ways I Do Well	Ways I Can Improve		Suggestions to Management		
1.	1.		1.		
2.	2.		2.		
3.	3.		3.		

## motivational tool #13

## Empowerment

13. <u>Empowerment</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Providing Enough Freedom and Autonomy		1	2	3	4	5
Giving Enough Choices and Authority		1	2	3	4	5
Encouraging Suggestions, Input, and Participation		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #14

## Mastery and Competence

14. <u>Mastery and Competence</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Supporting Training in Many Ways		1	2	3	4	5
Providing Coaching on a Day to Day Basis		1	2	3	4	5
Sharing the Right Information at the Right Time		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				

## motivational tool #15

## Job Meaning and Purpose

15. <u>Job Meaning and Purpose</u>		<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>
Instilling Pride in the Company and Work Unit		1	2	3	4	5
Connecting Individual's Job to the Big Picture		1	2	3	4	5
Linking Personal Fullfillment and Purpose to Jobs		1	2	3	4	5
Ways I Do Well	Ways I Can Improve	Suggestions to Management				
1.	1.	1.				
2.	2.	2.				
3.	3.	3.				



## Action Planning

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### Directions

1. Review any ratings and thoughts you've jotted in this Booklet throughout the workshop. Also refer to the best practices listed in your workbook to find ways to put program ideas into practice.
2. Complete the following pages even if you're not sure you have the time or motivation to carry out this plan. The first step to committing to change is to envision possibilities!
3. After the workshop you'll be asked to think about and hone some specific action steps to implement. You'll be asked to submit your Action Plan to your manager for specific, personalized feedback, and support. All participants will later receive an anonymous list of colleagues' action planning steps to provide more ideas.

### Motivational Tool:

1. Desired Improvement and Action Steps:
2. Resources or People Needed:
3. How You'll Determine Success (Measures/Feedback Mechanism?):
4. Target Dates

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### *About Brandon Partners*

With 20 years of performance improvement and training experience, **BRANDON PARTNERS** delivers high-energy workshops on provocative, strategic topics like *The Motivational Tool Kit* and *Organizational Savvy*. We have a cadre of powerful program trainers, and we can also certify your trainers to deliver programs internally.

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BRANDON PARTNERS gratefully acknowledges the research and influence of Dr. Robert H. Bolton, Bob Nelson, and Alexander Hyam. While many writers are referenced in the bibliography, these thought leaders deserve special attention. In particular, Nelson's 1001 Ways to Energize Employees provided valuable benchmarking examples from scores of corporations.

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