## Building a Motivational Plan

A good motivational plan will take account of a number of things:

* The identities and personality types of the people to be motivated
* The time available to implement the plan
* The resources available to push the plan forward.

Recognition of the parameters within which the individuals must work is important. Few motivational plans are “one size fits all” in nature – and the ones which are will be of limited success because they have to be less specific than they should be.

When building a motivational plan, consider…

* *The purpose* – what are you trying to accomplish by motivating employees
* *Expectations* – what is specifically expected of each employee
* *Competence* – how can you create opportunities that challenge employees
* *Feedback* – how will you provide feedback on performance that builds confidence and keeps employees motivated
* *Support* – what kind of support do employees need (this may look different from employee to employee); what skills and knowledge do they need to succeed
* *Rewards* – what incentives, rewards can you provide employees

The following page provides a template for building a motivation plan.

# Motivational Plan

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| **Department or Team/Workgroup:** <name> | **Year:** <year> |

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| **The Purpose** | *What are you trying to accomplish by motivating your team/employees? What is your ultimate goal? Be specific.* |
| **Expectations** | *What is specifically expected of each of your employees? What should they achieve to reach the goal?* |
| **Competence** | *How can you create opportunities that build competence and challenge employees? What are some potential areas of focus? For example, launching an internal process improvement project.* |
| **Feedback** | *How can you provide feedback on performance on building confidence and keeps employees motivated?* |
| **Support** | *How will you support employees so they are successful? (Keep in mind this may look different for each employees as skillsets and experiences are different.) What skills and knowledge do they need to succeed? For example, will you provide training in how to document and evaluate processes for an internal process improvement project?* |
| **Rewards** | *What incentives and rewards can you provide employees?* |