

## Checklist

### Empowering and Motivating Staff and Volunteers

This checklist on employee motivation focuses on the role of leaders in empowering staff and volunteers; and improving motivation. Answer the questions honestly to score your motivational capability.

- I arrive at the office on time and do not leave early.
- I do not blame others. I take responsibility for my part in mistakes.
- I encourage a 'no blame' culture where staff and volunteers can admit to mistakes and learn from them.
- I do not keep secrets from my staff or volunteers.
- I do not encourage gossip or rumour.
- I set high ethical standards for my behaviour towards others and hold myself to those standards.
- I ensure that staff and volunteers have the training they require.
- I participate in training to improve my own skills and competencies.
- Staff and volunteers have an active role in developing objectives for themselves, their team and the organisation as a whole.
- I take a noticeable interest in what staff and volunteers are doing.
- I try to ensure that everyone pulls together for the same end rather than competing for different results.
- Where an informal approach is not appropriate, there is a clear and fair procedure for handling staff and volunteer discontent.
- Staff and volunteers are aware of the procedure for handling discontent and feel encouraged to use it to address problems.
- I make a point of praising good work.
- I am honest with staff and volunteers, but always professional.
- I make an effort to speak regularly to staff and volunteers.

- I consult staff, listen actively, and consider their views when taking decisions
- I have a coach or mentor who keeps me focused and motivated about my work.
- I do not teach. Instead I lead, share, encourage, facilitate and stimulate team members to grow, develop and learn.
- I trust my staff.

Total score .....

### **Interpretation**

15 to 20: Well done. You are walking the talk. Of those statements you were unable to tick, which ones would you like to work on?

10-14: The basics are there. Now you need to upgrade. What would need to change for you to score 15 or more?

5-9: You need to raise your standards. Some essential systems are missing in terms of empowerment and motivation for employees. Commit to raising your score to 15 in the next 3 months.

0-4: You can probably see the results of your lack of integrity in your team. Take three simple steps to improve employee motivation immediately. Commit to raising your score to 15 in the next 6 months.

This questionnaire is based on an original text provided for businessballs.com by Blaire Palmer of the Optimum Executive Coaching company: [www.optimum-coaching.com](http://www.optimum-coaching.com)