# Ways to motivate and reward your employees

Use this form to help you to identify and record what motivates the individual employees in your business. Having an understanding of what motivates your staff will help you to reward them in a targeted way to ensure continued motivation and continued results for your business.

| Motivation: what makes them tick? | What this might look like in the workplace | Who is like this within your business? | Things you can do to motivate employees |
| --- | --- | --- | --- |
| Achievement, meaningful work and the work itself.Promotion/self development | Turns up for work early and stays late.Really gets into projects and/or apparently enjoys their work.Goes above and beyond what is required to do the job.Seeks recognition of performance and contribution and asks for feedback.Likes learning new things.Enjoys training.Looks for promotion opportunities. | <insert name> | Allow them to continue to do the work they enjoy. Often when people are promoted they find that it’s not as enjoyable as their old job, so they leave.Do not assume that all staff are looking for promotional opportunities. Find out what it is they like about their job and give them more of it.Set up regular feedback sessions or a more formal employee recognition scheme.Offer training opportunities either on or off the job.Allow them to learn other roles within the organisation.Groom them for promotion where possible. |
| Power/responsibility | Likes being in charge and is good at it.Takes on extra jobs.Likes working on projects.Likes to have their input heard and acted upon.Has an opinion and likes to share it. | <insert name> | Give them projects to manage in addition to their own work.Reward them for achieving productivity gains.Allow them to manage a small team of co‑workers.Ask for their input on projects where they can make a visible contribution. |
| Affiliation/peer approval | Wants to work in a team.Likes social interaction during work.Likes getting a pat on the back from co‑workers and managers.Enjoys being popular at work.Avoids conflict and may be too accommodating at times. | <insert name> | Create opportunities for teamwork.Encourage a social element in the workplace.Introduce and support team awards for achievement.Give open feedback that is supported by their peers(eg employee of the month rewards).Protect from negative conflict where possible and ensure they are not taken advantage of. |