



# **5 Simple Steps To Help You Manage, Motivate and Retain Great Staff!**

## **Reference Guide**



**Creating a more dynamic, positive, and productive environment for working and learning will help me:**

- ⇒ Recruit new staff through my \_\_\_\_\_ and \_\_\_\_\_ .
- ⇒ Reduce \_\_\_\_\_ and \_\_\_\_\_ .
- ⇒ Motivate my team to exceed \_\_\_\_\_ .
- ⇒ Eliminate \_\_\_\_\_ communication patterns and create \_\_\_\_\_ ones .
- ⇒ My organization will feel less stress, \_\_\_\_\_ , and anxiety!

Additional benefits to me include:

**The behaviors I would like my team to display include:**

**Strategy #1 Possess a strong \_\_\_\_\_ belief in my team.**

- ◆ Transform my \_\_\_\_\_ .
- ◆ Once I do this I will \_\_\_\_\_ .
- ◆ My role is to \_\_\_\_\_ my team because I know that my \_\_\_\_\_ is greatly dependent on their success.

"If you can change your thoughts you can change your world." Norman Vincent Peale

**Strategy #2 Create an environment where direct and open \_\_\_\_\_ is a priority.**

Get it!

Give it!

Facilitate it!

What are communication barriers?

## Strategy #3 Challenge your team.

1. Help them understand the



2. Set and communicate priorities.

3. Help them understand their role.

4. Empower them to find creative ways to contribute to the big picture.

## Strategy #4 Staff Appreciation



1. Staff appreciation pitfalls to avoid.

2. Set your plan.

3. How to get creative ideas.

4. 3 components of staff appreciation.

## Strategy #5 Make it fun!

