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COURSE BROCHURE

# Motivating People at Work Training Course for Team Leaders

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Kuala Lumpur

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# Motivating People at Work Training Course for Team Leaders

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Motivating People at Work is a 1-week training course for team leaders, supervisors and line managers who want to lift effort, energy and commitment in the people they lead, and it ends with a team motivation plan each participant takes back. Hybrid schedules and tighter resourcing make motivation a daily leadership task. Jupiter Prime Training runs Motivating People at Work for leaders of small and mid-sized teams.

## Why Motivating People at Work Matters Now

Three forces shape motivation in teams today. Work is spread across locations and shifts, so leaders see less of the effort they once noticed in passing. Younger employees expect purpose, growth and a voice in how tasks are done, not only pay and job security. Leaner structures ask each person to carry more, which wears down goodwill when recognition is thin. A leader who reads these signals early keeps effort and retention steady; one who misses them faces quiet withdrawal and avoidable resignations. The course draws on established research into intrinsic drive, recognition and workplace autonomy, described in plain practical terms.

## Who Gains Most from Motivating People at Work

- Leaders responsible for the daily output and morale of a front-line team
- Supervisors who allocate shifts, tasks and workloads across a crew
- Line managers accountable for absence, retention and one-to-one conversations
- Specialists recently promoted to lead former peers
- Project leads who must energise people they do not formally manage

Groups of supervisors from one department gain most when they attend together, leaving with a shared language for recognition.

## Motivating People at Work Capabilities

Participants learn to read why effort drops and choose a lever that fits each person.

- Assess individual and team motivation drivers using structured listening — staffing and workload decisions
- Design recognition that is timely, specific and fair across the team — team morale and trust
- Build goals that connect daily tasks to a visible purpose — priority setting with senior leaders
- Apply graded autonomy to match each person's readiness — delegation decisions
- Communicate developmental feedback that sustains effort after setbacks — one-to-one conversations
- Specify early warning signs of disengagement and agreed responses — retention and absence decisions

## Key Motivating People at Work Terms

- Intrinsic motivation — drive that comes from interest, meaning or mastery in the task itself, not external reward.
- Discretionary effort — the extra energy and care a person chooses to give beyond the minimum their role requires.
- Recognition — specific acknowledgement of a person's contribution, given close to the event and linked to its effect.
- Graded autonomy — giving a person increasing freedom over how they work as their skill and confidence grow.
- Engagement signal — an observable behaviour, such as volunteering or withdrawal, that shows how committed a person feels.
- Stay conversation — a planned discussion with a valued employee about what keeps them in the role.

## Motivating People at Work Day by Day

### Day 1: The Forces Behind Effort

- Intrinsic and Extrinsic Drivers — Which Levers a Leader Actually Controls
- Generational and Career-Stage Expectations — Tailoring the Leadership Approach
- Remote and Shift Work Patterns — Keeping Effort Visible Across Locations
- Workload and Fatigue Signals — Separating Low Motivation from Overload
- Personal Motivation Profile — How the Leader's Style Shapes the Team

### Day 2: Diagnosing the Team

- Engagement Signal Checklist — Spotting Withdrawal Before Resignation
- Structured Listening Interview — Uncovering Individual Drivers and Blockers
- Pulse Questions and Team Huddles — Reading Morale Without Formal Surveys
- Absence and Turnover Patterns — Linking Records to Team Climate
- Motivation Driver Map — Prioritising Where to Act First

### Day 3: Recognition, Purpose and Goals

- Specific Recognition Statements — Making Praise Credible and Fair
- Peer Recognition Routines — Spreading Acknowledgement Beyond the Leader
- Line-of-Sight Goal Setting — Connecting Daily Tasks to Customer Outcomes
- Progress Boards and Small Wins — Sustaining Momentum on Long Tasks
- Non-Financial Reward Options — Choosing Incentives Within Budget Limits

### Day 4: Autonomy, Growth and Feedback

- Graded Delegation Ladder — Matching Freedom to Skill and Confidence
- Job Crafting Conversations — Reshaping Roles Around Strengths
- Developmental Feedback Structure — Correcting Without Draining Energy
- Stay Conversations — Retaining Valued People Before They Leave
- Handling Setbacks and Low Performers — Restoring Effort After Disappointment

## Day 5: Practising the Team Motivation Plan

- Driver Map Review — Applying Diagnosis to a Real Team Case
- Recognition and Goal Rehearsal — Practising Statements With Peer Observers
- Feedback and Delegation Role Play — Testing Conversations Under Pressure
- Measuring Change in Morale — Choosing Simple Indicators to Track
- Team Motivation Plan — Actions, Owners and Review Points

## Applying Motivating People at Work After the Course

- Run a structured listening interview with each team member within four weeks and update the motivation driver map with what you hear.
- Introduce one peer recognition routine and one line-of-sight goal at the next team meeting, then review engagement signals after a month.

## Motivating People at Work Questions FAQ

### What is motivating people at work and why does it matter now?

Motivating people at work is the daily practice of shaping the conditions that make people want to give their best effort. It matters now because dispersed teams, changing career expectations and leaner structures make effort harder to see and easier to lose.

### Which roles gain most from a motivating people at work course?

Team leaders, supervisors and line managers gain most from a motivating people at work course. Newly promoted specialists and project leads who lead without formal authority also benefit.

### How does motivating people at work differ from a general people management course?

Motivating people at work focuses on one question: why effort rises or falls and what a leader can change. A general people management course covers wider topics such as hiring, policy and performance appraisal.

### What do you bring back from motivating people at work training?

You bring back a motivation driver map of your own team and a written action plan. You also gain practised recognition statements and a delegation ladder.

## Motivating People at Work: The Way Forward

The team motivation plan turns diagnosis into named actions with owners and review points. Its first use is deciding which person or group needs attention most this month. The leader owns it, while senior managers and human resources partners use it to support resourcing requests. Revisit the driver map each quarter, as roles and workloads change.