



ARIZONA COURT SUPERVISOR PROGRAM Worksheet



Name: _____ Title: _____

Court: _____ Phone number: _____

Course: _____ Date Completed: _____

After viewing the following resource please complete and submit this worksheet. Be sure to utilize the Job Aids, SkillBriefs and Follow-on Activities found in each class.

LEADERSHIP ESSENTIALS: MOTIVATING EMPLOYEES

Supervisor Essential Skill – Employee Motivation

Learning Objectives:

1. Identify practices that support and promote judicial education, including ways to motivate employee development.
2. Describe what motivates court employees and how personal development contributes to motivation, performance, and commitment.

1. Define the term “motivation”.

2. There are many misconceptions regarding employee motivation. Explain why each misconception listed below is untrue.

1. My motivators are the same as my employees’ motivators:

2. Money is a great motivator:

3. Fear is a great motivator:

4. Leaders can motivate employees:

3. Explain how intrinsic and extrinsic motivations are different from each other. Give 3 examples of each type of motivation.

4. *Use this follow-on activity to plan and execute your own motivational strategy.*
Think of a particular employee in your court who lacks motivation, in your opinion. Use the basic process of planning a motivational strategy to determine how you'd motivate this individual. Use these questions to guide your planning:
1. How will I discover the employee's particular motivators?
 2. What is the task or behavior I want the employee to do or improve? What's in it for the employee? In other words, what are the benefits of doing what it is I want the employee to do?
 3. How do organizational structures and systems provide barriers or enablers to motivation? How could they be altered to better support motivation?
 4. What organizational goals are tuned into this employee's needs? What SMARTER goals can I set for the employee that will be enriching and rewarding?
 5. In what ways can I give more decision-making or goal-setting control to this employee?
 6. How can I demonstrate a motivating confidence in this employee, and use validation/recognition to support the employee's motivation?
 7. How will I detect increased motivation in this employee?

I certify that I spent _____ hours completing this unit (CBTs and worksheet) not including breaks.

Signature

Date

Original worksheet is to be returned with ACS program checklist upon completion of all ACS requirements. A copy may be sent to your training coordinator if you wish to receive COJET credit.

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