



## **Enhancing Workplace Productivity through Appropriate Motivational Techniques.**

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### **Abstract**

Individual behaviours and actions of employees are mostly driven by needs, values and beliefs, and the extent to which these are met r addressed has a high impact on the employee performance or productivity. Since employees are undoubtedly the most important asset of an organization, managers therefore need to know how to address the changing requirements of their subordinates bearing in mind that performance depends on different factors. The paper therefore looks at the reasons why motivation must be a watchword in organizations seeking improvement in their level of productivity. It also outlines the concept, components and importance of motivation in the workplace. Motivating employees is easier said than done, hence the paper examines the different approaches to motivate the employees and the different things an employee can do to motivate himself, because self motivation is also very vital. Different techniques of motivation were also discussed as well the different factors that can affect motivation, like the work environment, growth opportunities, the feedback mechanism and so on, which will go a long way in helping managers of businesses know the best way to motivate or enhance the performance of their staff in order to enhance the overall workplace productivity.

### **Introduction**

Employee motivation is the key to an organization's success. It is the level of commitment, drive and energy a worker brings to work. It is the driving force behind the actions of the employee. If the employees are not motivated, organizations will experience low productivity, low levels of output, high staff turnover and difficulty in achieving the organization's overall objectives. Though employee motivation does not come easy, it is something the workplace leaders (managers, supervisors and owners of the organization) must encourage, nurture, monitor

and improve. Maintaining and improving employee motivation might be a problem for some organizations, because it is not every task that will be of interest to the employee who must complete it. The organization therefore must work to find ways to keep up the motivation of their employees. Employees with low levels of motivation tend to work slower, spending more time away from their tasks, doing other things that are of interest to them, which may not be in line with the objectives of the organization. In most cases they are not focused on their job and they do

not put in their best in their work. This kind of attitude in the workplace is not only time wasting for the organization, it also wastes the organization's resources and could have a negative effect on other employees, thereby holding back the organization from producing at its best capabilities.

On the other hand, motivated employees are enthusiastic, take pride in their work and could go out of their way to accomplish their tasks. They always strive to do good jobs.

Motivation is powered by desire and it becomes strong when you have a vision- a clear mental image of what you want to achieve and the desire to achieve it. While motivation reflects wants, it is perceived rewards or incentives that sharpen the drive to satisfy these wants. It is also the means by which conflicting needs may be reconciled or one need may be accentuated so that it will be given priority over another.

Managers should be concerned about motivation and incentives because they are the ones who get things done through others. For them to achieve this task and attain higher levels of productivity for their organizations, they must learn how to get their workers to perform optimally.

### **DEFINITION OF KEY TERMS**

**MOTIVATION-** This is the level of drive, commitment and energy that a company's workforce bring to the role every day. <https://www.aspiretrainingteam.co.uk>

Motivation describes why a person does something. It is the driving force behind human actions, it is the process that initiates, guides and maintains goal-oriented behaviours.

### **PRODUCTIVITY.**

Productivity is the efficiency and effectiveness with which inputs are combined and utilized in an environmentally and socially sustainable manner to produce quality goods and services for the satisfaction of human needs. It is therefore seen as the a ratio to measure how well an organization, individual, industry or company converts input resources into goods and services.(Bamiduro G. 2014 )

### **THE CONCEPT OF MOTIVATION**

Motivation is the driving force behind human actions. It initiates, guides and maintains goal-oriented behaviour in human beings. For instance, motivation is what pushes you to pass an examination, loose weight etc. it causes you to act in way that gets you closer to your goals. It includes the biological, emotional, social and cognitive forces that activate human behaviour. Motivation also involves forces that direct and maintain goal-directed actions. Though some motives are not directly observable, some are observable and can be seen in actions and behaviours. Motivation can be Extrinsic- which arises from outside of the individual and often involves external rewards such as trophies, money, social recognition or praise. It can also be Intrinsic- which arises from within the individual, such as doing a complicated crossword puzzle just for the gratification of solving a problem.

### **THREE COMPONENTS OF MOTIVATION**

Just having a desire to achieve a goal is usually not enough. You must also be able to persist through obstacle and have the endurance to keep going in spite of difficulties faced.

Some components or elements needed to get and stay motivated include-:

- ✓ **ACTIVATION-** This is the decision to initiate a behavior, for example, decision to enroll in a psychology course in order to earn a degree.
- ✓ **PERSISTENCE-** This is continued effort toward a goal even though obstacles may exist. An example of persistence would be showing up for your psychology class even though you are tired from staying up late the night before.

- ✓ **INTENSITY**- This is the concentration and vigor that goes into pursuing a goal. For example, a student might scale through without much effort while another student studies regularly, participates in classroom discussions and takes advantage of research opportunities outside of class-(this is a greater intensity).

The degree of each of these components of motivation can impact whether you achieve your goal or not. Strong Activation means that you are more likely to start pursuing a goal. Persistence and Intensity will determine if you will keep working towards that goal and how much effort you will devote to reaching it. (Kendra C. 2023)

## **WHY MOTIVATION**

Motivation is important in order to break old habits and to develop new ones.

Motivated employees perform better and consistently produce better quality work

Without motivation, many companies experience reduced productivity, lower levels of output and may fall short of reaching their overall objectives/ goals.

Other importance of employee motivation include-

- a) It leads to profitable operations
- b) High level of productivity
- c) The best remedy for resistance to change
- d) Effective use of human resources
- e) It leads to employee satisfaction
- f) It minimizes disputes and strikes
- g) It is the basis of coordination
- h) It enhances stability of workforce
- i) It minimizes supervision cost
- j) It leads to easier achievement of organizational goals.

## **WHY IS PRODUCTIVITY IMPORTANT IN THE WORKPLACE?**

Fostering employee productivity that drives business outcomes is an essential part of business success and it also has a positive impact on employees.

**For the business:** productivity growth signifies the health and growth of the company. A productive business can expand, offering new services and potentially lowering prices. All these lead to further growth and expansion of the business.

**For employees:** Productivity is important because it keeps individuals progressing towards their full potential. Being productive allows us to manage our work, home lives and family commitments with ease and peace of mind.

## **MOTIVATIONAL TECHNIQUES**

To keep workplace productivity and performance high, it is important to keep your employees energized and motivated. This is because an engaged employee will allow you to create a culture where people are motivated to grow and succeed in their jobs, but to establish a technique that will work well in motivating your staff may take time.

Motivation techniques are external or internal influences that contribute to productivity and satisfaction at work and also to meaningful contributions to projects

Below are some motivation techniques that can be applied to the workplace.

- 1) **ASK FOR EMPLOYEE INPUT.**

Regularly carry out a survey to know the employees satisfaction. Conduct anonymous polls to let the employees know you value their opinions and inputs. Ask for suggestions for ways you

can improve their working conditions and be ready to implement these suggestions. This will go a long way in showing the employees that you truly value their opinions and want them to be happy in their positions and will take the steps necessary to make it happen. It will show them that you are loyal to them just as you want them to be loyal to you which will in turn motivate them to perform at their best.

2) **OFFER PERSONAL ENRICHMENT PROGRAMMES**

Creating a personal enrichment programme may be in the form of offering tuition reimbursement or send employees to workshops or seminars where they can improve their skills. This will allow you to promote them from within more easily. Look out for opportunities to encourage employees to engage in professional development.

3) **VALIDATE GOOD WORK**

Help inspire the efforts of your team members by validating their good work. Show your appreciation in persona, because compliments or expressions of gratitude usually have the most impact in this fashion. Give specific examples of the things they did that benefited the team, the organization or you personally. You can take the time to write a handwritten “thank you note” on stationery, as this extra effort will have a bigger impact on the recipient.

4) **SET INTERMITTENT GOALS**

Smaller measurable goals are a valuable way to stay motivated during work on a project. Whether your team has a system to keep track of completed work or you develop a tracking system of your own, helping your team to set goals that are reasonable and achievable can keep employees motivated and encouraged when they hit notable milestones.

5) **CELEBRATE MILESTONES AND ACHIEVEMENTS**

If a project has a long term goal, celebrating smaller milestones along the course of the project can help everyone on the team stay connected to the work and focused on the larger goal. Gratitude and validation as well as tangible rewards are important tools in recognizing those milestones. Other examples include financial bonuses, lunch party, time off, gift certificates etc.

6) **RADIATE POSITIVITY**

Creating a positive culture is a great way to maintain the motivation of your employees. The easiest way to do this is to radiate positivity yourself. Play music, play games, laugh and have fun. Happiness can significantly boost the productivity of the workplace.

7) **CREATE MENTORSHIP PROGRAMMES**

Mentorship programme within your organization where you pair more experienced employees with ones who have less experience to guide them along their career journey and offer words of advice and encouragement daily is very necessary. A good mentor can offer encouragement and advice and understanding about the trials and successes employees encounter. If the employees work in a specialized field that friends and family do not understand well, a mentor can be invaluable in helping them sort through concerns and appreciate their successes.

8) **CREATE A COMFORTABLE AND INSPIRING WORKSPACE**

Establish an office environment that is both comfortable and inspiring. Add colour to the walls and put up motivational posters. If the workspace uses cubicles, encourage your employees to decorate their own space in a way they enjoy. Also encourage your team to keep their workspaces clean and tidy, as clutter can rapidly begin to feel chaotic.

9) **ENCOURAGE MINDFULNESS**

Encourage the employees to relief stress and take breaks during the workday. This could be in the form of a brief walk outside on a nice day or a trip to a nearby coffee shop. You might also

consider offering yoga or meditation classes during lunch breaks or encourage your team to participate in these activities when they feel stuck about the direction of a project or need to take a short break. Sometimes just taking a few moments of quiet can provide the motivation they need to meet tight deadlines.

10) **SHARE PROFITS TO IMPROVE PERFORMANCE**

By offering profit sharing programme, employees will recognize that they have a stake in the financial success of the organization. Profit sharing gives employees a sense of pride in what they have accomplished and a feeling of accomplishment seeing their earnings increase. This can improve performance and reduce staff turnover as well.

11) **TAKE BENEFITS TO THE NEXT LEVEL**

Employees generally expect standard benefits, like paid time off, health insurance etc. You can motivate your employees by taking your benefits to the next level. Add game rooms to help your employees de-stress throughout the day, a snack bar to keep energy levels up or even implement one health check day each month. Providing child care or remote work flexibility are other great ways to incentivize employees. These kinds of benefits boost health, increase team motivation and encourage people to stay with your company longer.

12) **OFFER AN INCENTIVE PROGRAMME**

Create an incentive programme that rewards employees for consistently working hard- separate from celebrating milestones or successes. You could implement non-financial incentives like extra vacation days etc. Your incentive programme does not have to be connected to performance, for example, you could use it to encourage your team to participate in training programmes- the team members who participate the most each week could receive award. ( Jennifer Herry(2023) <https://www.indeed.com/motivationaltechniques>

## **FACTORS THAT AFFECT WORKPLACE PRODUCTIVITY**

Some of the most common factors organizations enhance to engage and motivate their employees to embrace a productive work culture include the following:-

### **WORK ENVIRONMENT**

An employee's work environment has a huge impact on his overall wellbeing and performance. It includes many elements such as management styles, company values, company culture, communication styles, leadership and trust in the workplace. Investing in improving each of these areas helps avoid toxic work environment and boosts productivity.

### **GROWTH OPPORTUNITIES**

Many individuals are motivated by career growth and professional development opportunities. These ones like to be challenged, work on interesting projects, feel that their work is valued and be rewarded for their impact. To build momentum among teams and increase productivity, try building out your career growth paths.

### **OPPORTUNITIES TO SOCIALIZE**

Not everyone likes to work in an office everyday and there are individuals who would rather not participate in group events. But creating opportunities for employees to meet either in person or virtually is important. Socialization helps build trust, increases creativity, boosts collaboration and bolster communication among teams. These events can be social or work related team building activities.

## **MANAGER AND PEER FEEDBACK**

Employees thrive in organizations with healthy feedback cultures. Ensuring that there is regular check-ins with employees and offering opportunities for them to give feedback can help increase productivity.

## **PSYCHOLOGICAL SAFETY**

Psychological safety directly correlates to productivity in the workplace. Higher belonging is also correlated with increased focus, strategic planning, and goal attainment. These benefits make a strong case for developing a psychologically safe workplace by leveraging communication, vulnerability and empathy.

## **ACCESS TO TOOLS AND SYSTEMS**

Another important factor in developing a more productive team is improving their digital employee experience. This involves offering the tools individuals need to do their work most efficiently. They can be transactional such as sales enablement tools, or focused on maximizing soft skills such as project management and collaboration tools. Additionally, many teams function more efficiently within some form of structure. So having systems and processes in place for employees to do their best work is essential.

## **CLEAR EXPECTATIONS**

Setting and clearly communicating expectations before starting a project can save teams an immense amount of time. Investing this time upfront often cuts down on the time needed for revisions or even redos of certain tasks. (Shonna Waters 2023).

## **OTHER TIPS AN EMPLOYEE CAN ADOPT TO BE MORE PRODUCTIVE**

Letting employees know that their personal productivity improvement affects the overall improvement of the organization can inspire them to strive towards further improvements, because they now realize that their efforts can actually make a difference.

Some tips to help employees become more productive in the workplace-:

- **GAMIFY YOUR TASKS-** You can turn checking off your to-do list into a challenge and get your coworkers involved too. You can also create a productivity group and set prizes for whoever checks the most off their to-do list in a week or month.
- **TAKE BREAKS-** Taking a short break refreshes your perspective and helps you discover new ways of solving problems.
- **AVOID DISTRACTIONS-** This might be easier said than done but distancing yourself from distractions will help you to be more productive. Turning your phone off or putting your chat notifications on silent mode can help mitigate interruptions.
- **DEFINE YOUR GOALS-** Knowing your objectives can help you stay on track and get more done. Creating a to-do list that focuses on overarching goal can help you stay motivated.
- **DISCOVER WHEN YOU ARE MOST PRODUCTIVE-** Track your daily activities and reflect on how you feel about the quality and value of the output to see when you are most productive. Do not stop at looking at activity tracking as a measure of productivity. These types of reports can be a useful starting point and input into how you understand your personal productivity. It may be that you will work on creative tasks best in the morning and save administrative tasks for the afternoon. Understanding how you work best can help you schedule your day for peak performance.
- **COMMUNICATE WITH YOUR TEAM-** You do not have to figure out everything on your own. Learn to delegate and collaborate, ask for help and work together. Reaching out to a team member can help you get better answers quickly and ultimately create more value

## **BENEFITS OF DIFFERENT MOTIVATIONAL TECHNIQUES IN THE WORKPLACE**

The challenges employees face with productivity ultimately affect the organization's overall output. Some of the benefits/impact of improved productivity which will result partly due to staff motivation includes-:

### **INCREASED EFFICIENCY:**

By being personally productive, people can complete their work efficiently, tackle errands quicker and enjoy more free time.

### **IMPROVED EMPLOYEE WELL BEING:**

Productivity can help employees enforce healthy work/life boundaries and feel more in control of their circumstances. Some people may even enjoy their work more when they are productive and they are likely to feel less stressed too.

### **IMPROVED INDIVIDUAL AND ORGANIZATION'S PERFORMANCE:**

Each person's productivity and performance contribute to business success, leading to lower prices, higher profitability and potentially higher pay for employees.

**ENHANCED SCALABILITY:** When a business has high productivity levels, it uses its resources more efficiently and is therefore poised for growth and expansion. (Shonna Waters 2023)

### **LOWER LEVEL OF ABSENTEEISM**

Motivated employees are happier with their working lives and have a goal to be working towards. These employees are less likely to miss work without good reasons. This can lead to lower training and recruitment costs for the organization as employees churn is reduced.

### **MORE INNOVATION**

Not only will the company produce more, but motivated employees are likely to make the work even better. Being highly focused on the product or service, motivated employees will see areas for improvement and will be driven to work to enhance these.

### **GREAT REPUTATION AND STRONGER RECRUITMENT**

People most often talk about the things they enjoy and more notably, the things they do not enjoy. Satisfied workers spread the word and in turn give the organization a good reputation as an employer. As a result, it becomes easier to recruit the leading talent in the industry.

### **CONCLUSION**

There are different factors that affect employees in different ways. Incentives drive employee motivation because they offer workers more to strive for, than the regular paycheck. It should be noted that motivational is must not necessarily be in monetary form, many employees need recognition from their employers to boost their morale to work better or to put in their best. So employers can employ different motivational strategies that encompass several techniques to motivate their workers. Employers should also study the behaviour of the employees to know how best to boost their morale, because what motivates one person might not motivate the other. Some employees are motivated by financial benefits, others by recognitions and recommendation. Yet others are motivated by the knowledge that their efforts are yielding the desired results or impacting lives positively, and this is

where feedback becomes necessary to let the workers know the impact their efforts are making in achieving the overall goal of the organization.

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