

The Scarlet Source

"Just" What You Need for Organizational Success

Motivating & Recognizing Your Members

Seven Techniques for Motivating Others

Adapted from University of Nebraska at Omaha's Leadership Development Tips

Delegate Effectively—Share responsibility! Understand that as a leader, you can give authority and allow others to contribute to the organization's success. Wisely assign responsibilities based on the strengths and interests of your members. Don't delegate time consuming tasks to people who don't have time to do them—spread the work around. This helps to get the majority of your members involved. (See "Delegating Responsibility" handout for more information)

Assign Incremental Tasks—Make sure every member is involved, even if it's simple tasks at first. The more they become involved, the more committed they will be to the organization.

Treat Members Equally—Communicate "why" as well as "what" to ensure that understanding and cooperation become a habit. It'll help translate into a more motivated membership!

Use Praise and Criticism—As a leader, there will be times when you'll have to praise and/or criticize. Learning to do so effectively maximizes your potential as a motivator. If possible, employ praise and criticism separately. Too often, when members or officers must be criticized, student leaders attempt to soften the blow by adding praise. It's known as the "sandwich approach"—a thin slice of criticism with a thin slice of praise before and after. It lessens the impact of both the criticism and the praise before and after, leaving everyone dissatisfied.

Generate Enthusiasm—Interact with your members in a positive, energetic manner. Don't complain about personal or organizational issues. Believe in your organization and show some zest! Have confidence in your members, and be enthusiastic, it's contagious!

Promote Integrity—Practicing what you believe is important. People model what you DO, not necessarily what you say.

Maintain Your Humor—Take your work seriously, but yourself less so. You'll lead more effectively, be less stressed, and be more fun to work with!

Basic Tips for Motivating Your Members

- Pay attention and learn what makes your individual members tick
- Be a good listener
- Criticize in private & praise in public
- Be considerate
- Delegate responsibility to others
- Give credit where credit is due
- Avoid domination or forcefulness
- Show interest in and appreciation for others
- Make members want to do things through inspiration, incentives, and recognition
- Let everyone know your plans, even at the early stages
- Never forget that the leader is the role model
- Play up the positive
- Be consistent
- Show members you have confidence in them
- Be careful of what you say and how you say it
- Remember that people carry out their own ideas best
- Give members the opportunity to take part in making decisions, especially those that involve them

Motivation & Recognition (Continued)

45 MORE Tips for Motivating Others

Adapted from University of Boston *Terrier Tricks*

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| 1. Listen | 18. Take time to explain fully | 34. Say, "Thank You" |
| 2. Smile | 19. Remember birthdays | 35. Compliment |
| 3. Be available | 20. Celebrate outstanding projects and achievements | 36. Wave |
| 4. Allow freedom of expression | 21. Hold rap sessions | 37. Share something special |
| 5. Ask for a report or advice | 22. Communicate standards and be consistent | 38. Invite a member to do something for you |
| 6. If an idea is not adopted, tell the originator why | 23. Surprise with munchies | 39. Give a standing ovation |
| 7. Get a t-shirt advertising your group | 24. Find additional responsibilities | 40. Never forget that the leader sets the style for his/her members |
| 8. Give notes of thanks for a job well done | 25. Respect sensitivities | 41. Give notes of support when things aren't going well |
| 9. Arrange for discounts to events | 26. Send a Valentine | 42. Add something positive |
| 10. Plan annual ceremonial events | 27. Be careful of what you say and how you say it | 43. Be consistent |
| 11. Involve members in goal setting | 28. Be a real person | 44. Show your members that you have confidence in them and expect them to do their best |
| 12. Respect a member's wishes | 29. Send impromptu fun cards | 45. When you are wrong or make a mistake, admit it. |
| 13. Keep things challenging | 30. Have clear goals and objectives | |
| 14. Say, "Good Morning" | 31. Be tactful | |
| 15. Greet members by name | 32. Send holiday cards when appropriate | |
| 16. Give praise when appropriate | 33. Have a picnic | |
| 17. Encourage idea sharing and brainstorming | | |

Ways to Recognize Your Members

Adapted *Advising Student Groups and Organizations* (Dunkel & Schuh, 1998)

- **Magnificent Marble**—A person receives the marble and passes it on
- **Light Bulb Awards**—"Thanks for your great idea!"
- **Wishing Well**—A plastic bottle to which members add pennies and make a verbal wish; serves as a good warm-up exercise for a goal setting activity
- **The Glad Bag**—Members write the good things that others have done for them and puts it in a bag. Each note is read aloud at meetings
- **Member of the Day/Week/Month/Year** – Have the organization select a member to recognize
- **Handwritten Notes**—Send a personalized note recognizing a person's achievements
- **Breakfast/Lunch/Dinner with Execs**—Sponsor a meal for members to eat with the executive officers of the organization; Can also have adapt as a President's Lunch, etc to allow president more exposure to members
- **Letters to Families**—A powerful public relations tool to enhance the status of the organization by promoting to families that the member is important
- **Success Jar**—Have members write down a success and drop it in a jar; Read one at every meeting
- **Posi-Squad**—A button and certificate is given to a member of the organization who exhibits positive statements or positive behaviors
- **Energizer Award**—A battery given to the member who does the most during a week to energize the organization
- **Egg-ceptional Awards**—Plastic eggs with "You're egg-ceptional!" or "You're eggs-traordinary!" inside
- **Publicity Releases**—Create publicity releases on members of the organization and send them to the local and hometown newspapers
- **Candy & Food Messages**—You're worth 100 GRAND!, Thanks for going the EXTRA mile!, You're a LIFESAVER!,
- **Service Pins**—Consider giving service pins to those members involved in the organization for a length of time, for special positions held, or for scholastic achievement
- **Door Decorations**—Place them on a member's door; Decoration should include the person's name and position, and the organization's logo
- **Personal Ads**—Take out a personal ad in the campus paper to recognize a member for an outstanding achievement
- **Adjourn in honor of _____**—A simple way to recognize achievements at the end of the meeting
- **Paper Clip Award**—Present an oversized paperclip to the member who has kept the organization together and organized