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2022 Group Formation Sheet

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Dedication

I dedicate this with great respect to the teacher of Human Resource Management who gave instructions to our team to carry out this assignment, to the students and parents of our team who helped us in every way to complete this from start to finish, and to everyone including those who work at Siyochem Institute.

Summary

Employee Motivation is crucial to your organization. It is the root from which stems both the progress and the downfall of your company

Employee Motivation can be defined as the attitude employees have towards their work. It is the desire and energy that makes people continually interested and committed to a job. It is what drives them, pushes them, or "motivates" them to achieve or even show up at work every day.

Employee motivation can sometimes be particularly problematic for small businesses. But entrepreneurs should be mindful of such pitfalls: the effects of low employee motivation on small businesses can be harmful.

One approach to employee motivation has been to view "add-ins" to an individual's job as the primary factors in improving performance. Endless mixes of employee benefits—such as health care, life insurance, profit sharing, employee stock ownership plans, exercise facilities, subsidized meal plans, child care availability, company cars, and more—have been used by companies in their efforts to maintain happy employees in the belief that happy employees are motivated employees.

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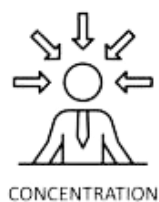
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What is Employee Motivation

- “Employee motivation is the level of energy, commitment, and creativity that a company's workers bring to their jobs”

Motivation is derived from the Latin word, “movere” which literally means movement. Therefore, all the definitions that you would read in books or in dictionary relate to the fact that motivation is behavior and one needs to channelize this behavior in order to achieve desired goals and results.

Whether the economy is growing or shrinking, finding ways to motivate employees is always a management concern. Competing theories stress either incentives or employee involvement (empowerment). Employee motivation can sometimes be particularly problematic for small businesses. The owner has often spent years building a company hands-on and therefore finds it difficult to delegate meaningful responsibilities to others. But entrepreneurs should be mindful of such pitfalls: the effects of low employee motivation on small businesses can be harmful. Such problems include complacency, disinterest, even widespread discouragement. Such attitudes can cumulate into crises.



What Motivates ?

One approach to employee motivation has been to view "add-ins" to an individual's job as the primary factors in improving performance. Endless mixes of employee benefits—such as health care, life insurance, profit sharing, employee stock ownership plans, exercise facilities, subsidized meal plans, child care availability, company cars, and more—have been used by companies in their efforts to maintain happy employees in the belief that happy employees are motivated employees.

While terminology changes, the tenets of employee motivation remain relatively unchanged from findings over half a century ago. Today's buzzwords include "empowerment," "quality circles," and "teamwork." Empowerment gives autonomy and allows an employee to have ownership of ideas and accomplishments, whether acting alone or in teams. Quality circles and the increasing occurrence of teams in today's work environments give employees opportunities to reinforce the importance of the work accomplished by members as well as receive feedback on the efficacy of that work

To help employees feel that their jobs are meaningful and valuable, the small business owner must communicate the company's purpose to employees. This will motivate employees to contribute to the goals of the small business, as well as help prevent its direction and purpose from stagnating.

Subsequently, employee motivation is all about how engaged an employee feels in tandem to the organization's goals and how empowered he/she feels.



What is the importance of employee motivation ?

According to psychologists, self-realization is a very human thing. Moreover, it is our basic nature to nurture something and see it flourish, it is applicable to most things we do in our day-to-day life. Hence, this is true for both social and societal spaces.



There is a positive atmosphere within the organization



Co-workers are happy and feel safe at work



Make sure clients are happy



They always achieve better results than their counterparts

- Motivated employees ensure:
 - There is a positive atmosphere within the organization
 - Co-workers are happy and feel safe at work
 - Make sure clients are happy
 - They always achieve better results than their counterparts

Motivation, therefore plays a very important factor and ensures employees remain active and contribute their best towards their organization. Furthermore, a high level of motivation leads to a lower level of employee turnover.

Motivation Methods

There are as many different methods of motivating employees today as there are companies operating in the global business environment. Still, some strategies are prevalent across all organizations striving to improve employee motivation. The best employee motivation efforts will focus on what the employees deem to be important. It may be that employees within the same department of the same organization will have different motivators. Many organizations today find that flexibility in job design and reward systems has resulted in employees' increased longevity with the company, improved productivity, and better morale.

1. Empowerment
2. Creativity and Innovation
3. Learning
4. Quality of Life
5. Monetary Incentive
6. Other Incentives



Empowerment

Giving employees more responsibility and decision-making authority increases their realm of control over the tasks for which they are held responsible and better equips them to carry out those tasks. As a result, feelings of frustration arising from being held accountable for something one does not have the resources to carry out are diminished. Energy is diverted from self-preservation to improved task accomplishment.

Creativity and Innovation

When the power to create in the organization is pushed down from the top to line personnel, employees who know a job, product, or service best are given the opportunity to use their ideas to improve it. The power to create motivates employees and benefits the organization in having a more flexible work force, using more wisely the experience of its employees, and increasing the exchange of ideas and information among employees and departments.

Learning

If employees are given the tools and the opportunities to accomplish more, most will take on the challenge. Companies can motivate employees to achieve more by committing to perpetual enhancement of employee skills. Accreditation and licensing programs for employees are an increasingly popular and effective way to bring about growth in employee knowledge and motivation.



Often, these programs improve employees' attitudes toward the client and the company, while bolstering self-confidence. Supporting this assertion, an analysis of factors which influence motivation-to-learn found that it is directly related to the extent to which training participants believe that such participation will affect their job or career utility. In other words, if the body of knowledge gained can be applied to the work to be accomplished, then the acquisition of that knowledge will be a worthwhile event for the employee and employer.

Quality of Life

The number of hours worked each week by workers is on the rise, and many families have two adults working those increased hours. Under these circumstances, many workers are left wondering how to meet the demands of their lives beyond the workplace. Often, this concern occurs while at work and may reduce an employee's productivity and morale. Companies that have instituted flexible employee arrangements have gained motivated employees whose productivity has increased. Programs incorporating flex-time, condensed workweeks, or job sharing, for example, have been successful in focusing overwhelmed employees toward the work to be done and away from the demands of their private lives.



Monetary Incentive

For all the championing of alternative motivators, money still occupies a major place in the mix of motivators. The sharing of a company's profits gives incentive to employees to produce a quality product, perform a quality service, or improve the quality of a process within the company. What benefits the company directly benefits the employee. Monetary and other rewards are being given to employees for generating cost-savings or processimproving ideas, to boost productivity and reduce absenteeism.

Money is effective when it is directly tied to an employee's ideas or accomplishments. Nevertheless, if not coupled

with other, non-monetary motivators, its motivating effects are short-lived. Further, monetary incentives can prove counterproductive if not made available to all members of the organization



Other Incentives

Study after study has found that the most effective motivators of workers are non-monetary. Monetary systems are insufficient motivators, in part because expectations often exceed results and because disparity between salaried individuals may divide rather than unite employees. Proven non-monetary positive motivators foster team spirit and include recognition, responsibility, and advancement. Managers who recognize the "small wins" of employees, promote participatory environments, and treat employees with fairness and respect will find their employees to be more highly motivated. One company's managers brainstormed to come up with 30 powerful rewards that cost little or nothing to implement. The most effective rewards, such as letters



of commendation and time off from work, enhanced personal fulfillment a self-respect. Over the longer term, sincere praise and personal gestures are far more effective and more economical than awards of money alone. In the end, a program that combines monetary reward systems and satisfies intrinsic, self-actualizing needs may be the most potent employee motivator.

Herzberg's Motivation Theory – (Two Factor Theory)

Herzberg's Motivation Theory model, or Two Factor Theory, argues that there are two factors that an organization can adjust to influence motivation in the workplace.

These factors are:

1. **Motivators:** Which can encourage employees to work harder.
2. **Hygiene factors:** These won't encourage employees to work harder but they will cause them to become unmotivated if they are not present.

What is Two Factor Theory?

Herzberg's Theory of Motivation tries to get to the root of motivation in the workplace. this theory to help you get the best performance from organizations.



Key Takeaways

- The two-factor theory (also known as Herzberg's motivation-hygiene theory) argues that job satisfaction and dissatisfaction exist on two different continua, each with its own set of factors. This runs contrary to the traditional view of job satisfaction, which posits that job satisfaction and dissatisfaction are interdependent.
- Herzberg and his collaborators investigated fourteen factors relating to job satisfaction in their original study, classifying them as either hygienic or motivation factors. Motivation factors increase job satisfaction while the presence of hygiene factors prevent job dissatisfaction.
- Although largely replaced by newer theories of motivation in academia, the two-factor motivation theory still continues to influence popular management theory and the methodology of studies in some areas of the world

The two factors identified by Herzberg are motivators and hygiene factors.



1. Motivating Factors

The presence of motivators causes employees to work harder. They are found within the actual job itself.

2. Hygiene Factors

The absence of hygiene factors will cause employees to work less hard. Hygiene factors are not present in the actual job itself but surround the job.

The impact of motivating and hygiene factors is summarized in the following diagram. Note that you will often see motivators referred to as factors for satisfaction, and hygiene factors referred to as factors for dissatisfaction.

The Four Stats



In a general sense, there are four states an organization or team can find themselves in when it comes to Two Factor Theory.

1. High Hygiene and High Motivation

This is the ideal situation and the one which every manager should strive for. Here, all employees are motivated and have very few grievances.

2. High Hygiene and Low Motivation

In this situation, employees have few grievances but they are not highly motivated. An example of this situation is where pay and working conditions are competitive but the work isn't very interesting. Employees are simply there to collect their salary.

3. Low Hygiene and High Motivation

In this situation, employees are highly motivated but they have a lot of grievances. A typical example of this situation is where the work is exciting and really interesting but the pay and conditions are behind competitors in the same industry.

4. Low Hygiene and Low Motivation

This is obviously a bad situation for an organization or team to find itself in. Here, employees aren't motivated and the hygiene factors are not up to scratch.

Workarounds

Herzberg's theory concentrates on the importance of internal job factors as motivating forces for employees. He designed it to increase job enrichment for employees. Herzberg wanted to create the opportunity for employees to take part in planning, performing, and evaluating their work. He suggested to do this by:

- Removing some of the control management has over employees and increasing the accountability and responsibility they have over their work, which would in return increase employee autonomy.
- Creating complete and natural work units where it is possible. An example would be allowing employees to create a whole unit or section instead of only allowing them to create part of it.
- Providing regular and continuous feedback on productivity and job performance directly to employees instead of through supervisors.
- Encouraging employees to take on new and challenging tasks and becoming experts at a task.

“Employees who believe that management is concerned about them as a whole person – not just an employee – are more productive, more satisfied, more fulfilled. Satisfied employees mean satisfied customers, which leads to profitability.”

– Anne M. Mulcahy