

Motivational Meeting Award

Objectives

- Understand the underpinning theories of motivation and how to practically apply them to your team
- Establish the importance of meetings and their intended purpose
- Define the 5 key principles to a short focused meeting
- Describe the attributes of someone leading a motivational meeting
- Define what a Motivational Meeting would look like
- Demonstrate their ability to run a motivational meeting
- Managers to receive objective & constructive feedback detailing their strengths & development areas when leading a motivational meeting

Pre Workshop Learning - (1 hour)

- Identify and record own strengths & development areas when running a meeting
- Briefing with own line manager to define personal learning objectives
- Discussion with Region 11 Training Ltd facilitator

Workshop

Day 1: 9.30 – 16.30 (6 hours)

- Icebreaker / Introductory exercise
- Defining motivation and activities that increase it
- Key motivational theory and how to apply it in practice
- Define the meetings they lead, why they hold meetings and the pros & cons
- Self assessment of your own meeting skills
- Describe and demonstrate the attributes of someone leading a motivational meeting
- Design the perfect Motivational Meeting
- Prepare for running your own Motivational Meeting (on day 2)

Day 2: 9.30 – 16.30 (6 hours)

- Recap & review of Day 1
- Managers run a 20 minute Motivational Meeting
- Individual constructive feedback to each manager
- Define and demonstrate 5 key principles to short focused meetings (under 10 minutes in length)
- (DRAFT – Drive, Relevance, Activity, Focused & Timebound)
- Action Planning
- Review and evaluation

Post workshop learning - (1 hour)

- Briefing with own line manager to discuss progress towards personal learning objectives
- Managers are encouraged to use a learning diary following each meeting the lead to record 'what went well, what went less well and what they'd do differently next time'.
- Consolidate learning through leading meetings and updating their learning diary
- Following the workshop managers also have the option of contacting their Region 11 Training Ltd facilitator for further support.