

Motivation Worksheet

	Yes, I have completed ___/___/___	Yes, I plan to do by ___/___/___
1. I take time every quarter to understand the physical, psychological and spiritual needs of my subordinates .	___/___/___	___/___/___
2. As a leader we train my team leaders annually on how to understand and identify needs with their respective subordinates.	___/___/___	___/___/___
3. As a team we annually identify the needs of the ministry and look to identify the needs of individual with ministry, rearranging where appropriate.	___/___/___	___/___/___
4. We have a recruitment policy and active plan in place, which identifies future needs and skills required for each department, 2-3 years out.	___/___/___	___/___/___
5. As a leader I have reviewed all:	___/___/___	___/___/___
⌘ Remuneration's are at market rate and remuneration is agreed to with each employee.	___/___/___	___/___/___
⌘ A plan is in place to reward and thank all staff (including volunteers) and celebrate their involvement in the ministry.	___/___/___	___/___/___
⌘ Working conditions have been inspected and we do not expect anyone to complete tasks or to work in any conditions that we as leaders would not be happy to work.	___/___/___	___/___/___
⌘ We have a system in place where all workers are able to voice concerns and frustrations in a safe environment, whether via team leaders or anonymous suggestion box.	___/___/___	___/___/___
⌘ Goals and vision of the ministry are clearly identified and communicated to all workers.	___/___/___	___/___/___
⌘ All staff understands what is expected of them, and what standard is required to meet expectations (job descriptions and output specifications).	___/___/___	___/___/___
⌘ Annual reviews are completed with all staff where their individual goals are communicated.	___/___/___	___/___/___
⌘ Each staff member whether employed or volunteer has a personal development plan .	___/___/___	___/___/___
⌘ Review the organization as a functioning unit , which gives opportunity to identify <i>limiting behaviors</i> and <i>growth behaviors</i> .	___/___/___	___/___/___
⌘ Organizational culture is reviewed annually by the team to maintain a God honoring atmosphere where people want to work.	___/___/___	___/___/___
6. The following behaviors are actively avoided	___/___/___	___/___/___
⌘ Manipulation	___/___/___	___/___/___
⌘ Negative reinforcement, or extinction behaviors	___/___/___	___/___/___
7. Annual staff training plan for leaders is in place, which includes intentional up-skilling of church leaders.	___/___/___	___/___/___
8. I demonstrate a character of loyalty to others, to truth and to God, which invites peoples' loyalty and commitment.	___/___/___	___/___/___