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| Title: | | **Understanding how to motivate to improve performance** | | |
| Level: | | **3** | | |
| Credit value: | | **2** | | |
| Unit guided learning hours | | **9** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the factors that influence motivation levels in the workplace | | | 1.1  1.2  1.3  1.4 | Define the term motivation  Describe the factors that may affect motivation levels in the workplace  Explain how individual differences affect levels of motivation in the workplace  Explain the potential impact on organisational performance if employee motivation levels are low |
| 1. Understand how a theory of motivation can be used to improve performance levels | | | 2.1  2.2  2.3 | Describe a recognised theory of motivation  Describe ways in which knowledge of a theory of motivation can be used to improve performance in the workplace  Explain how to use employee engagement to increase motivation levels |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | The learner will be able to develop knowledge and understanding of motivation theory and how it can be applied in the workplace to improve performance as required by a practising or potential first line manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: D7, D8, D13 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | M3.12 - Motivating to perform in the workplace | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Basic theories of motivation and their application to teams and individuals * Overview of the factors influencing behaviour at work * Styles and patterns of behaviour at work | | | |
| 2 | * Range of techniques to motivate individuals and monitor performance * Positive approaches to offset negative attitudes in the workplace * Employee engagement policies and practice | | | |