TOOL: Attendance incentives

The following list is adapted from material prepared by the National Attendance Program Strategic Planning Incentives task team.

Motivation tips	
[✓]	Assume that every person can be motivated.
[✓]	Be aware that the employer has to create a work environment that fosters motivation.
[✓]	Find out what types of recognition and reward appeal to the individuals on your team and then use them appropriately.
[✓]	Gallup Poll found that 19% of 1000 people interviewed were "disengaged" at work due to: • Not knowing what was expected of them. • Not having the tools to get the job done. • Not having bosses who listened to them.
[✓]	Gallup concluded that "disengaged workers miss more days of work and are less loyal to employers."

For more information, visit **About.com's Motivation Center**.

Motivating your staff in a time of change	
[✓]	Find out what people want from work;
[✓]	Review current policies and management style;
[✓]	Make an action checklist;
[✓]	Identify the factors that are important to people.

What people want from work	
[✓]	Workers have a variety of reasons for working but bottom line is that almost everyone works for money
[✓]	It's a mistake to underplay the importance of money and benefits to workers
[✓]	In addition to money, people want: • Control of their work (decisions, recognition, tasks) • To be informed (timely communication and current information) • Growth and development • Leadership (clear expectations, defined structure) • Flexible work schedules
[✓]	Pay attention to what is important to the individual employees on your team

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