



Learners' Pack

INNOVATIVE COACHING INTERVENTION PRACTICES FOR
CAREER GUIDANCE PRACTITIONERS
DEVELOPED BY INOVA CONSULTANCY



Co-funded by the
Erasmus+ Programme
of the European Union

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein. [Project Number: 2017-1-SK01-KA204-035385]

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WEEK 2: Motivation, Learning to Learn and Managing Tasks

1. Objectives

At the end of this session, you will have:

- explored what motivates you
- identified your individual learning style
- explored what motivates or demotivates you
- explored good and bad habits you may have
- explored managing tasks
- explored ways to change habits
- explored intrinsic and extrinsic motivation
- identified steps you want to take for personal career development
- explored further positive psychology

2. Motivation

Intrinsic and Extrinsic Motivation

There are two main types of motivation – extrinsic and intrinsic.

- **Extrinsic motivation** is when you use external factors to encourage yourself to do something. There are positive ones such as rewarding yourself with something you like. There are also negative extrinsic motivators such as not having enough money – this motivating you to find employment.
- **Intrinsic motivation** is internal. It's about having a personal desire to overcome a challenge, to produce something of high quality, or to interact with people you like and trust. Intrinsically motivated people get a great deal of satisfaction and enjoyment from what they do.

Everyone is different, and will likely have different motivators. It's important to discover what motivates you.

Self-Motivation Tactics

How can we help motivate ourselves?

1. Make the task **intrinsically** interesting and satisfying
2. Provide your own **extrinsic** rewards.

Using a combination of the two is the most effective way to motivate yourself.

11 Tactics to Help you Motivate Yourself

Here are some tactics you can use to help motivate yourself:

- 1. Change your attitude and approach to undesirable tasks:** tidying up your files and documents will be boring but being seen as a competent and organised person might provide intrinsic motivation for you.
- 2. Think about why you want to do what you want to do:** a great way to increase your motivation for finding a job is to think about why you want to do it, what are your driving motivators for applying?
- 3. Set goals and break them into smaller goals:** set goals so you will know what you need to do to achieve what you want and try and break these down into smaller goals which can give you small 'wins' and increase your motivation
- 4. Be accountable:** tell you friends/family about your task, knowing that someone else is expecting you to complete the task can help motivate you.
- 5. Get good at time management:** try and create a schedule to help you do things more efficiently
- 6. Don't procrastinate:** when low motivation and procrastination occur together it can be doubly hard to get things done.
- 7. Reward yourself:** make an agreement with yourself to give yourself a reward when you complete a task
- 8. Swap tasks with someone else:** can you trade your task with someone else? You can do something for that person in return. Use each other's needs, interests and talents to work more efficiently
- 9. Think Positive!:** Surround yourself with positive thoughts and people – positive thinking is very powerful and when you're around other positive people, they'll support and encourage you to keep trying
- 10. Create a log:** use this as a record of all the times you were able to motivate yourself to complete a task or keep moving forward. This log can inspire you the next time you need some extra motivation.

3. Learning to Learn

Stephen R. Covey: 7 Learning Habits of Highly Effective People

Dr Stephen R. Covey identifies 7 key habits, to help you be more effective.

1. Be Proactive

Being proactive is about taking responsibility in life, being 'response-able'. It is not your past which defines you, you can decide how to act and behave. Proactive people use proactive language – I can, I will, I prefer... Reactive people use reactive language – I can't, I have to, if only....

2. Begin with the End in Mind

Knowing and Visualising what your goals are. You don't want to be wasting time doing things that won't help you achieve your goals. Keep your goals in mind, even if they are just small steps like contacting a friend, updating your CV, giving your CV to potential employers. Keeping your goals in mind will help you to visualise them and motivate you to achieve them.

3. Put First Things First

Knowing that it's ok to say 'no'. You need to focus on your priorities and doing things that to you are of most worth. This will help you organise less important things around your 'first' things around your personal priorities.

4. Think Win-Win

Win-win is about viewing life as a level playing field. It seeks benefit for everyone not just you, you can win without someone else losing. People with a **win-win attitude** possess 3 vital character traits:

- **Integrity:** they stick to their true feelings, values, and commitments
- **Maturity:** they express their ideas and feelings with courage and consideration for the ideas and feelings of others
- **Abundance Mentality:** they believe there is plenty for everyone

5. Seek First to Understand, then to be Understood

When you are only trying to be understood you may ignore the other person completely. You pretend that you are listening, and only hear parts of the conversation and miss the meaning entirely. We expect people to be similar to us and this makes us frame everything against our own point of reference. It is better to understand their point of reference and point of view in order to understand the other person. This helps them understand us.

6. Synergise

Synergise: to combine or work together in order to be more effective, or to make things or people do this.

Two heads are better than one. You cannot achieve this with everyone. Be on the lookout for opportunities to create synergy. This will help you gain new insight and improve your employment opportunities. Use your friends and networks to help you!

7. Sharpen the Saw (Looking After Yourself)

This means looking after and improving your greatest asset: **you**. So how can you improve these aspects of your life, and how are they affecting you now?

Physical: How is Your Physical Health?

Social? Emotional? Mental? Spiritual? Financial?

4. Breaking Bad Habits

habit: an acquired behaviour or thought pattern that you have repeated so many times that it has become almost unconscious. Habits can be both helpful and harmful.

Habits can be beneficial because they are automatic. We engage in habits without thinking, which frees our brains up to focus on other things. When we have good habits, like arriving at work on time or being optimistic, we create a positive, ingrained forward motion that we do not have to think about. We can then use our energy to focus on things that need our special attention.

However, the same is true of bad habits. We engage in these behaviours without much thought, and they can damage our personal lives and careers without us being aware of them.

Why are Bad Habits Hard to Break?

- Habits form part of our unconscious, automatic thoughts that we have when we encounter a situation.
- Our unconscious thoughts are based on previous experiences. For example:- situations we have encountered before often lead to repetitive actions.
- Bad habits are usually hard to break because they can begin as enjoyable activities, which we want to repeat.

Strategies for Breaking Bad Habits

According to research it takes an average of 66 days for something to become a habit. (This can vary from 18 to 254 days, depending on the behaviour and the person.) Here are some strategies for breaking bad habits:

1. Choose the right approach

Some people find it effective to **quit a behaviour all at once**, while others have more success **limiting the behaviour slowly** over time – which will work better for you?

2. Be kind to yourself. If you are looking for employment, it is stressful and having a positive outlook and combine well with positive good habits.

3. Create a Plan

You cannot just say I am going to stop doing this – you need to make a concrete plan. A good way to do this is to **incorporate** habit-breaking into your **personal goals** and take **small steps**.

4. Put up Obstacles

You can break bad habits by putting obstacles in place that stop you from carrying out the behaviour? What obstacles can you think of?

5. Engage in positive behaviours

You can break bad habits by replacing them with positive behaviours. What examples can you think of?

6. Reward yourself

Extrinsically motivate yourself by the thought of a reward at the end. **How could you reward yourself?**

7. Involve others

Consider asking positive people such as your family members and friends to help you break your bad habits.

8. 7. Don't let slipups get you down

Don't be hard on yourself if you experience setbacks. This is normal and part of altering your bad habits. Keep going and don't give up! The rewards will come.

5. Building Rapport

rapport: close and harmonious relationship in which the people or groups concerned understand each other's feelings or ideas and communicate well.

"She was able to establish a good rapport with the children"

Synonyms: affinity, close/special relationship, (mutual) understanding, bond, empathy, harmony, sympathy, link,

Derives from the French verb rapporter, which means 'to return or bring back'.

"I'm like you therefore you can like me."

The basis of rapport is that when people are like each other, they like each other. When you like someone, you are more willing to assist them in getting what they want.

Where is Rapport Needed?

Anywhere you interact with other people, but it is vital in job interviews.

Rapport is about making a genuine and strong connection with another person. You know you have good rapport when you experience a sense of trust and respect and when you engage comfortably with someone else.

The Outcomes of Rapport

- **The other person is at ease**
- **Leads to a Win/Win situation**
- **Conversation flows**
- **Positive body language**

How can you Build Rapport?

Rapport must be a two-way connection between people, so it's not something that you can create by yourself. You can, however, learn how to stimulate it by following these six steps:

1. **Check Your Appearance:** your appearance should help you to connect with people, not create a barrier
2. **Remember the Basics of Good Communication:** smile, relax, remember their name, hold your head up and maintain a good posture, listen carefully and attentively, don't outstay your welcome
3. **Find Common Ground:** use small talk to find something you both share. People often like talking about themselves so the more genuine interest you show in them, the more likely they are to relax and 'open up'. Just sharing your frustration about the traffic that you experienced on your way or complaining about the weather can help you build rapport.
4. **Create Shared Experiences:** this could be as simple as attending the same training event together, or working together to define problems, come up with solutions, sharing the experience can help bring you together.
1. **Be Empathetic:** this is about understanding other people and seeing things from their perspective. So, to understand and share another person's perspective, you need to learn what makes them tick.

Further Information

Personal Development

- 5 ways to help yourself grow professionally
– <http://www.personalbrandingblog.com/5-ways-to-help-yourself-grow-professionally/>

Motivation

- The 4 Stages from Motivation to Demotivation – Article
– <https://trainingmag.com/4-stages-motivation-demotivation/>
- The Puzzle of Motivation with Dan Pink – Video and Summary
– <https://www.youtube.com/watch?v=rrkrvAUbU9Y>
– Summary of the video: <https://tedsummaries.com/2014/06/06/dan-pink-the-puzzle-of-motivation/>
- Take the time to focus on you – Tony Robbins – Video
– <https://www.youtube.com/watch?v=cBUDVoakrw>

Learning to Learn:

- Stephen R. Covey 7 Habits of Highly Effective People – Website
– <https://www.franklincovey.com/the-7-habits.html>
- Animated Book Review of Covey's 7 Habits – Video
– <https://www.youtube.com/watch?v=ktITx4QG8g&t=16s>

Body Language

- How Your Body Language Shapes who you are with Amy Cuddy – Video and Summary
– https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are#t-9578
– Summary of the video: <https://blog.ted.com/what-we-tell-ourselves-with-our-body-language-amy-cuddy-at-tedglobal-2012/>
- Obama Video
– <https://www.youtube.com/watch?v=hWQNOB070ns>

Clean Language

- Clean Questions and Metaphor Models with Caitlin Walker
– <https://www.youtube.com/watch?v=aVvcU5gG4KU>

Building Rapport

- How to Build Rapport and Trust by Eleanor Shakiba - Video
– <https://www.youtube.com/watch?v=dU8VH6vurXg>