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# UNIT 14 . MOTIVATION AND PRODUCTIVITY

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## 14.0 OBJECTIVES

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After reading this Unit you should be able to:

- list the important motives that influence employee behaviour,
- understand the need hierarchy theory,
- correctly evaluate statements about motivation to work, and
- learn how to create a motivational climate.

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## 14.1 INTRODUCTION

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Productivity of any organisation, department or work unit depends upon the people who work in that unit. Given the same inputs, people can produce more if they work more thus increasing the productivity of the organisation, department or work unit. "How to make people work more or work **better?**" is an issue that requires an understanding of what motivates people to work (or work more or work better). Similarly it may be possible to get people to work more or work better in higher proportions with marginal increases in some inputs. This requires an understanding of 'motivation'. In this Unit, an attempt has been made to **familiarise** you with various aspects related to motivation.

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## 14.2 ISSUES IN MANAGING PEOPLE

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A manager by definition is one who is involved in planning, organising, coordinating and executing the various activities of the organisation to achieve its goals. A manager is involved in managing workers, materials, processes, and their interactions. While managing materials is a function of knowledge of techniques such as planning, financial budgeting, resource allocation, PERT, CPM, etc., management of human resources requires a knowledge of the nature, behaviour, aptitude and attitude, **etc.** of human beings.

A manager or administrator is constantly interacting with people. As an administrator he or she is interacting with one's subordinate staff in the **office**, allocating and supervising their work, helping them in planning work, providing guidance and counselling, and appraising their work. As an administrator he or she is also subordinate to some higher authority. This authority may be a board of management, a government officer, a managing director, etc. Being subordinate one accepts the decisions of the superiors, feeds them back with one's problems, helps them make **decisions**, participates in planning, carries on the tasks given by them and seeks their guidance from time to time. As a professional person, he or she is also interacting with fellow managers and

specialists, etc. Thus, all interactions with different groups of people influence one's administrative behaviour. In order to be an effective manager one needs to understand the dynamics of human behaviour.

One will be able to perform one's tasks better if one has some insights into questions such as the following:

- 1) Why do people behave the way they do?
- 2) What are some of the significant things people look for in their jobs?
- 3) How could work be designed or human interactions monitored to provide maximum satisfaction to people and their needs?
- 4) How can one understand the motives or needs of a particular employee?
- 5) How can a climate be created where the maximum utilisation of human talents is possible?
- 6) How can the staff be helped to perform to their maximum?
- 7) How to gain the commitment and Loyalty of an employee?
- 8) How can people be retained in the organisation? **etc.**

In order to manage human resources effectively, one needs to have insight into the causes of behaviour, **i.e.**, how one behaves or would behave in a given situation? A manager may come across highly devoted, involved and hard working staff, or lazy, evasive and superficial workers. He or she may wonder what to do about the generally less motivated staff. If one does not do anything to reward the well-motivated staff one may lose them. He or she may want to help and counsel the staff having motivational problems. Psychologists have worked out certain theories to increase the understanding of human behaviour. Some of these theories are discussed in subsequent Sections of this Unit.

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### 14.3 HIERARCHY OF HUMAN NEEDS : MASLOW'S THEORY

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All behaviour is goal-directed. People behave the way they do because of their need to achieve certain things. These goals may deal with physiological **needs**, security needs or high order social needs. **Human** beings want things in a certain order of priority. First of all, human beings must satisfy their **physiological needs** like food, clothing, air, etc. Until they have enough of these, all their activities will be directed towards obtaining them. Once they have their physiological needs **satisfied** to an optimal level, a second order of needs comes to the surface and directs their behaviour. These are **safety and security needs**. Human beings want to make sure that they will continue to have their physiological needs satisfied. For this they require job security and protection from any physical dangers, for themselves and their family.

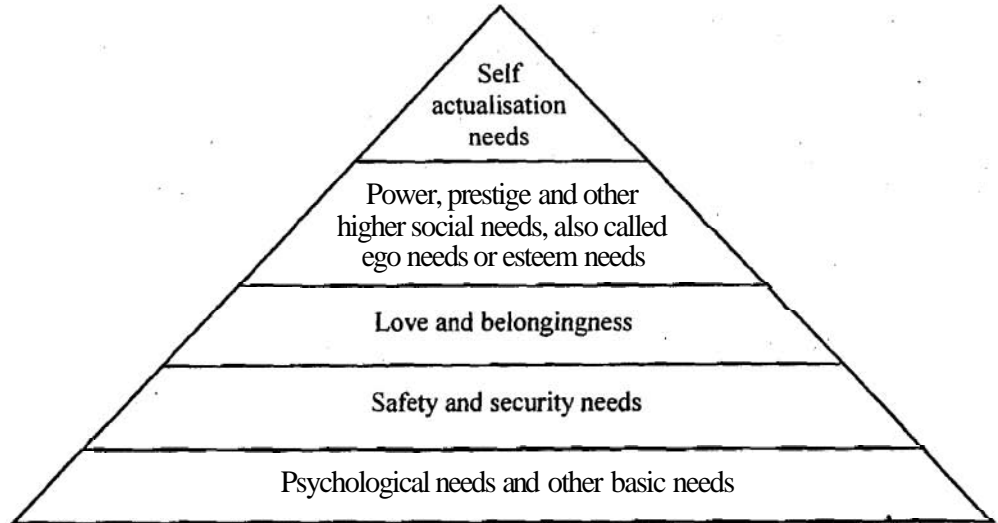
Once they have an optimal level of security, a third order of needs comes into operation and directs their behaviour. These are the **needs for love, belongingness and acceptance**. **Human** beings want affection **from** fellow-beings, **often** a selected few, and those in their immediate environment. Community organisations, worker organisations, professional bodies, **etc.** satisfy this need for belongingness and acceptance by the society.

Once the needs for love and acceptance are also satisfied, another set of needs which may be called '**high order social needs**' comes to the surface and directs the behaviour of people. These needs include the needs for achievement, recognition, **social** status, power, and influence over others. These are also called '**ego needs**' or '**esteem needs**'.

When these social **needs** are also satisfied then comes **the needs for understanding one's own abilities and potentials and using them to the maximum**. The competition

and search of satisfaction is from within i.e. to be able to **exploit/use** one's own abilities to the maximum potential and know one's self-worth. This is called the 'self **actualising** need'. Most people are struggling with one or more of the needs below this order, and very few attain this highest motivational level of self-discovery and the need to exploit one's own potential.

The human motives can be organised in the form of a pyramid as shown in Figure I. The five categories of needs shown in the figure may be somewhat oversimplified. This "need hierarchy theory" was first developed by Abraham **Maslow**. Hence it is called **Maslow's Need Hierarchy**. Actually, human behaviour is directed by several needs and need combinations at any given time. While it is difficult to quantify and separate each of them, understanding them in categories like those shown in Figure I, greatly helps our conceptualisation of human needs.



**Figure I: Maslow's Hierarchy of Human Needs**

We can infer motives or needs from consistencies in behaviour. If a person is all the time looking for opportunities to make friends, looking for love and affection and does not miss an opportunity to attend parties, get-togethers, etc. and enjoys warmth and affection expressed by others, we may infer that he or she has 'affiliation need' or has a high need for affection or love and belongingness or acceptance by others. If a person is looking constantly for opportunities where he or she can get a position or gain prominence or attention then we can infer that he or she has a power need or status need. Thus we make inferences on the basis of the goals the individual attempts to achieve.

However our observations about the motivation or needs of other individuals may not always be accurate as some of the motives are changing, and sometimes the goal the individual is trying to achieve may be due to more than one motive. For example, a person may want to earn money not only for satisfying his or her physiological needs but also for gaining more power or recognition. Similarly, a person striving for a political position may be motivated by power or by the need to serve others. Thus, behaviour is complex and motives cannot be inferred with complete accuracy by observation alone. Self-assessment made by individuals helps us understand the motives or causes underlying **their** behaviour.

Most of the working people in our country (employed or self-employed, workers or managers) normally have their lower order needs (physiological, security and belongingness) satisfied. Their behaviour is mostly directed by the fourth order (power, prestige, status, etc.) needs called 'ego needs'. Sometimes these are also called 'esteem needs' or 'social motives'. These needs are several in numbers. An understanding of these social needs helps us to understand the reasons behind motivation to work. The relationship between these social needs or motives and productivity are discussed in the next Section of this Unit.

As you know that the social needs influence the work behaviour of people. If the security and safety need is not met, the individual attempts to do things that meet his or her security needs. In some cases security is attempted to be achieved by working hard or working better. In other cases it is attempted by efforts to make fast money. In some other cases it is attempted by forming unions and associations. The activity which leads to the satisfaction of 'security need' will depend on the kind of environment (social, political, industrial, etc.) existing in that organisation, city or country. Normally, attempts to work better out of need for security is a short-lived hard work. Once the person gets security he or she may tend to relax or may become less hard working. Hence, it is desirable to get people to work hard or work better through higher order social needs which are more lasting as they take time to be achieved or by letting them enjoy the work itself.

The same rationale holds good for affiliation acceptance. People having a high need for **affiliation/acceptance**, work well if such work satisfies their desire to get love and affection from those they value. The moment their **affiliation** need is satisfied or changes, their work pattern may change. It is not desirable to have too many employees in an organisation who work hard mainly for fulfilling their affiliative needs. In tourism sector this acceptance need will help the employee as it is a service industry with maximum interaction, directly with clients. A need for love and affection gives a person sensitiveness which will help in the service industry as they are willing to please people and see appreciation immediately on their clients' faces or in the client behaviour. Therefore, 'affiliation needs' as driving forces behind hard work or quality work cannot be completely ignored. It is possible to design a warm and affiliative work environment which may stimulate people to work and there is nothing wrong in doing such a thing. In fact every work place should fulfil affiliative needs to some minimal degree.

A need for achievement is desirable for every employee. Organisations that promote achievement motivation in employees tend to do well. Such achievement needs can be satisfied by giving autonomy to **employees** to some degree, recognising and rewarding employees' accomplishments. People dominated by this need tend to be entrepreneurs. A high need for activity is also desirable for a higher productivity in organisations.

High need for 'extension' in employees helps social service organisations, government departments and voluntary organisations to be more productive. A high need for power and influence combined with extension helps senior managers and chief executives to be more effective. A high need for independence helps a person to grow or may tend to channelise the energies of an employee in less productive directions. The usefulness of 'motive combinations' depends on the nature of the task, the climate of the organisation and a variety of other variables. The analysis given above is only indicative of the way in which different motives tend to operate. Human behaviour and productivity of work units are much more complex phenomena and cannot easily be explained by a few principles of motivation as all the motivational needs may sometimes get intertwined with each other and thus one factor will no longer control the needs. However, some minimal understanding may help individuals and organisations to control, influence and direct human behaviour in more **productive** directions.

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## 14.5 HYGIENES AND MOTIVATORS

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Some people argue that productivity of an employee depends on his or her job-satisfaction **and** productivity of organisations or their work units can be raised by **improving the job-satisfaction** of employees. Unfortunately the relationship between job-satisfaction and productivity is not that simple. It is possible to have highly satisfied workers not giving their best to an organisation. This happens when they are not highly motivated to work. Absence of dissatisfaction or presence of job-satisfaction does not mean presence of work motivation. **Herzberg**, a behavioural scientist, differentiated these factors.

Both work-motivation and job-satisfaction are dimensions that influence the productivity of any employee. Some factors in the work environment that contribute to **job-satisfaction** do not necessarily ensure motivation. Research has shown that adequate salary, good working conditions, job security, physical facilities, **good** human relations and the quality of **supervision**, etc. all contribute to the job-satisfaction of employees. Factors such as recognition of work done, status, opportunity for growth, nature of work, responsibility and challenge of the task, etc. have been found to play an important role in creating a motivation to work on the part of employees. The first set of factors that **provide job satisfaction** have been called '**Hygienes**'. The second set of factors which urge the employees to work more and better are called '**Motivators**'. Both sets need to be considered in order to improve employee productivity.

'Hygiene' factors are essential for people to work but 'motivators' play an important role in helping people to work more and better. The top **managers** in organisations as well as personnel and Human Resource Development (HRD) departments should understand the distinction between the two along with supervisors in all types of organisations. **This** will help them to create conditions for work-motivation thus leading to more productivity. You will read more about the **Herzberg's** Theory in the next Unit.

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## 14.6 CREATING PROPER MOTIVATIONAL CLIMATE

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While it may be too ambitious for a manager to aim at creating conditions that help people reach 'self-actualisation level', a manager will do well in creating conditions that keep people away **from** frustrating experiences and keep them constantly striving to put forth their best. The following are some dimensions on which the managers can work:

- i) **Create conditions where workers' energies are not expended totally in meeting their basic needs:** In an organisation where, the workers are worried about their salaries, housing, safety with the work they are doing, job-security, etc., much energy will be wasted in their efforts to ensure these things. If they do not have **job-security**, they may be trying to organise themselves to ensure security. If they cannot organise, their mental energies may be spent in thinking **about** the poor conditions in which they are living. If the manager cannot help in these matters, at least he or she can be sympathetic to workers and do the little in his or her capacity so that the workers at least have the feeling of security. There are examples of managers who work in extremely **frustrating** conditions but make their workers feel happy and at home.
- ii) **Create a climate for inter-dependent work rather than dependency:** Some managers are so creative and skilful that every worker looks up to them for advice and constant guidance. Such managers may not be allowing their workers to do anything on their own as they expect the workers to work their way. If the manager expects every worker to check with him or her and get his or her approval before doing anything, then one is creating a climate of dependency. In such a climate, workers do only what they are asked to do by their boss, and will not do anything on their own initiative. When problems arise, they look to their boss to solve them and something goes wrong. Workers may not accept responsibility and will refuse to learn from experience, because they have not acted on their own **but** on the **advice** of their boss. Thus, the manager is burdened with responsibility and constant problem solving. He or she is wasting not only his **or her** own energies but also those of the subordinates. Paternalistic behaviour **creates** dependency in subordinates and stifles their creativity and sense of responsibility. Moreover there will be no grooming of the subordinates to take over the managerial tasks once the manager is promoted.

An effective manager encourages people to work in a team interdependently. He or she does not interfere unless it becomes very necessary and trusts workers and gives them freedom to plan out their own strategies for doing things. He or she lets them

solve the problems they face on their own and only provides guidance when needed thus giving them a sense of responsibility and achievement. By creating a climate of interdependence and teamwork he or she also helps them satisfy their social needs for achievement, belonging, affection and security.

- iii) **Create a competitive climate through recognition of good work:** Workers look to be rewarded for good and innovative work. Rewards may not always be in financial terms. Even a word of appreciation has great motivating value, although indiscriminate appreciation is valueless.

The manager should acknowledge the contributions of workers in many ways. Many managers limit their appreciation to annual appraisal reports, but there are many other possible ways. Praising before other workers, giving increased responsibilities etc., are some of the mechanisms that can be used. Such recognition and public acknowledgements help workers to value their work deriving a sense of satisfaction and feeling of importance from it. This goes a long way in motivating them to work harder, and creates a sense of competition in them.

- iv) **Create a productive climate through personal example:** Managers themselves need to be motivated and hard working. Workers are constantly looking to their boss to set an example. They tend to imitate him or her and the manager's style may percolate down the hierarchy. If he is authoritarian and non-trusting, his next level workers may attempt to be like him too, ultimately creating a climate of suspicion and mistrust in the organisation.

- v) **Create a climate of approach and problem solving rather than avoidance:** Managers can be divided into two types: **approaching managers and avoiding managers.** The approaching manager is one who approaches problems with confidence, faces them, and works out ways to overcome them with the help of inputs from others. The operating style here is to face issues and constantly struggle to overcome them. Satisfaction is derived from the struggle itself even if the outcomes are not always positive. The avoiding manager sees everything as a headache and the style is to postpone problems or to delegate them to somebody else. Workers are quick in imitating this style. Approach-oriented managers do well because their workers also develop this style of facing problems. Managers should attempt to encourage their workers to be problem-solvers rather than avoiders. A manager who can take responsibility himself also initiates his subordinates in taking responsibility. Unfortunately, no work gets done unless people accept responsibility and do it.

- vi) **Motivate individually through guidance and counselling:** The above discussion points out some general strategies the manager can use in creating a proper motivational climate. **Besides creating a climate for work, a good manager needs to be a counsellor of workers.** He or she has to interact with different workers who have different need patterns and may also encounter very efficient workers, poor workers, problem-creators, and all kinds of individuals. One has to be sensitive to these individual differences, needs and motivating factors and work accordingly with them.

### Check Your Progress

- 1) What do you understand by Maslow's Need Hierarchy theory?

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- 2) How are social needs related to productivity?

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- 3) How would a manager create climate for interdependent work?

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## 14.7 LET US SUM UP

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In this Unit, we have seen that the productive output of an individual in relation to a job is primarily determined by his or her motivational structure. This structure itself is based on various types of needs which are constantly changing. Therefore, the key to higher productivity lies in creating a proper motivational climate, wherein the employee seems to be deriving satisfaction by doing a job.

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## 14.8 CLUES TO ANSWERS

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<b>Check Your Progress</b>
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- 1) Read **Sec. 14.3** again and compare your answer.
- 2) If social needs are not met the output and productivity are affected because the employee remains dissatisfied. See **Sec. 14.4**.
- 3) See point **ii** of **Sec. 14.7**.