

Actuating

nadiasasmita@uny.ac.id

MANAGEMENT

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3rd Semester - Office Administration

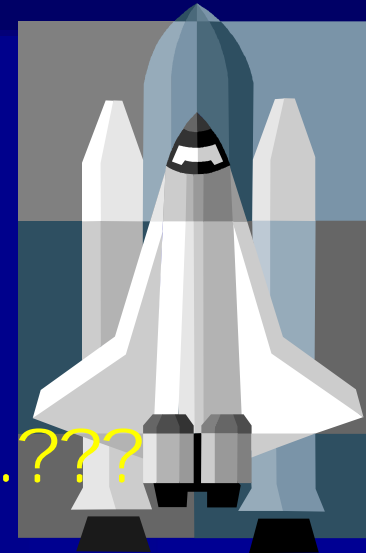
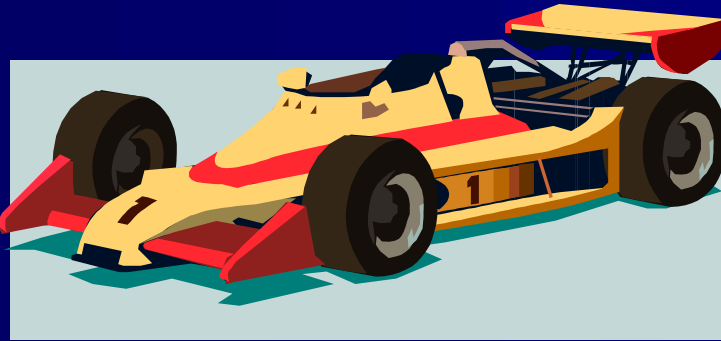
1. Motivasi
2. Kepemimpinan
3. Dinamika Kelompok
4. Efektivitas Komunikasi Organisasi

Motivation

MANAGEMENT (ACTUATING)

- CONCEPT/DEFINITION MOTIVATION
- THEORY OF MOTIVATION

Why People doing this?



What are they looking for..???



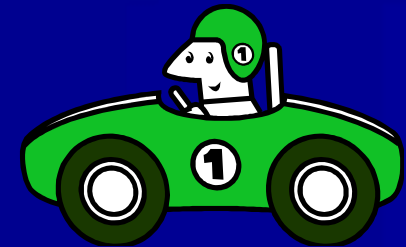
Important Question # 1



Why U came here...???



Do U want to be success?



What should we do...?

→ Acceleration

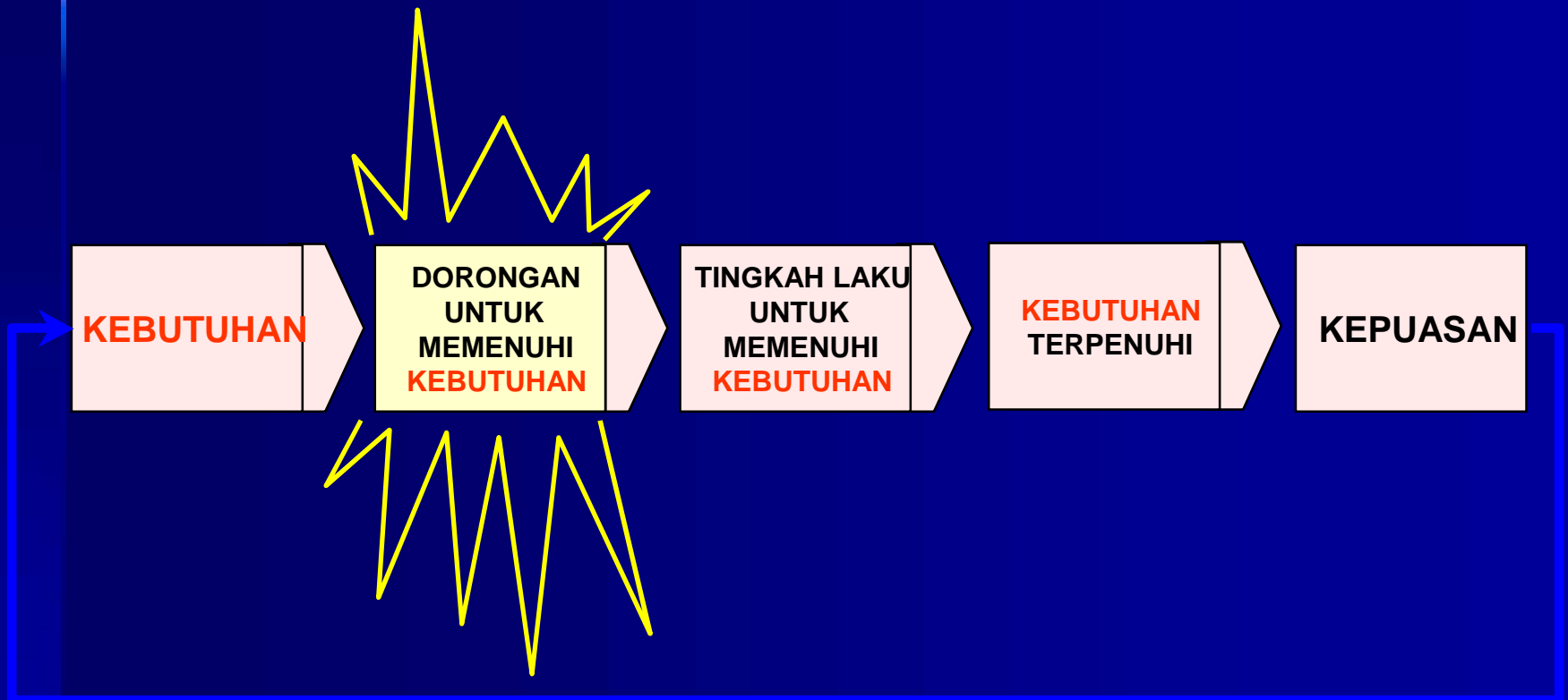
Percepatan Diri

- Kesadaran Untuk Melakukan Percepatan
- Memiliki visi dan misi
- Menentukan skala prioritas dalam hidup
- menerapkan konsep efisiensi
- Berinteraksi dengan Lingkungan yang Kondusif
- Terus Menerus Belajar
- Memiliki sumber motivasi yang tak pernah padam

What's Motivation?

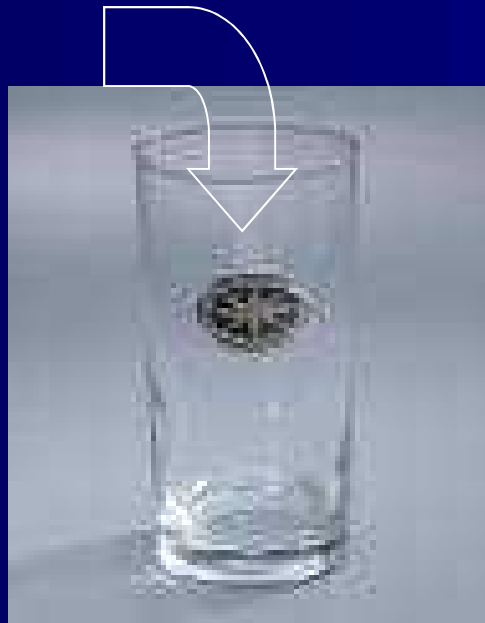
- Motivation is a desire acted upon
- Motivasi adalah segala sesuatu yang mendorong seseorang untuk bertindak
- Motivasi adalah kebutuhan/keinginan secara sadar atau tidak yang beroperasi dalam kehendak seseorang dan menghasilkan suatu perbuatan

Motivation Process



Teori Motivasi

Teori Isian



Teori Proses



Teori Pengukuhan

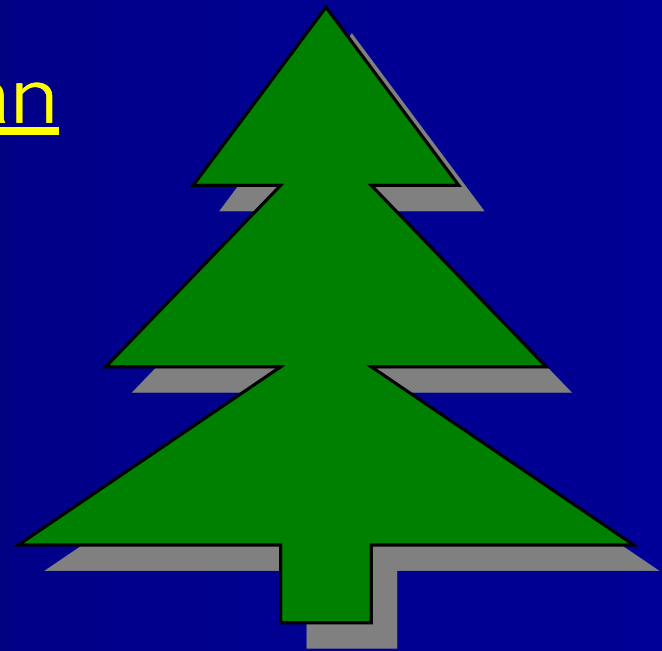
Teori Isian

- Teori Hirarki kebutuhan

Abraham Maslow

- Teori Dua Faktor

Hetzberg



Teori Kebutuhan Abraham Maslow



Teori Proses



- **Teori Pengharapan**

Harapan / Impian akan mendapatkan sesuatu

- **Teori Equiti**

Keseimbangan antara usaha dengan hasil yang didapat

Teori Pengukuhan

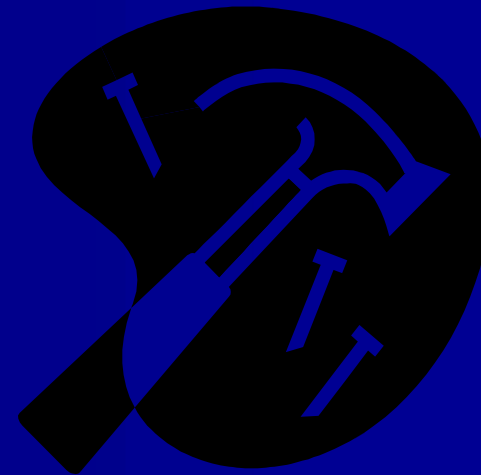
- **Pengukuhan Positif**

Reward / Penghargaan
atas keberhasilan
seseorang



- **Pengukuhan Negatif**

Punishment / Hukuman
atas kegagalan seseorang



Sumber Motivasi

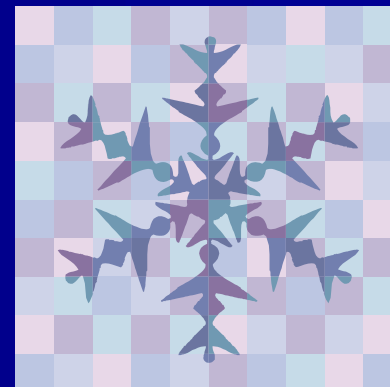
Where the motivation come from?

- **Internal Motivation – Inner Motivation**

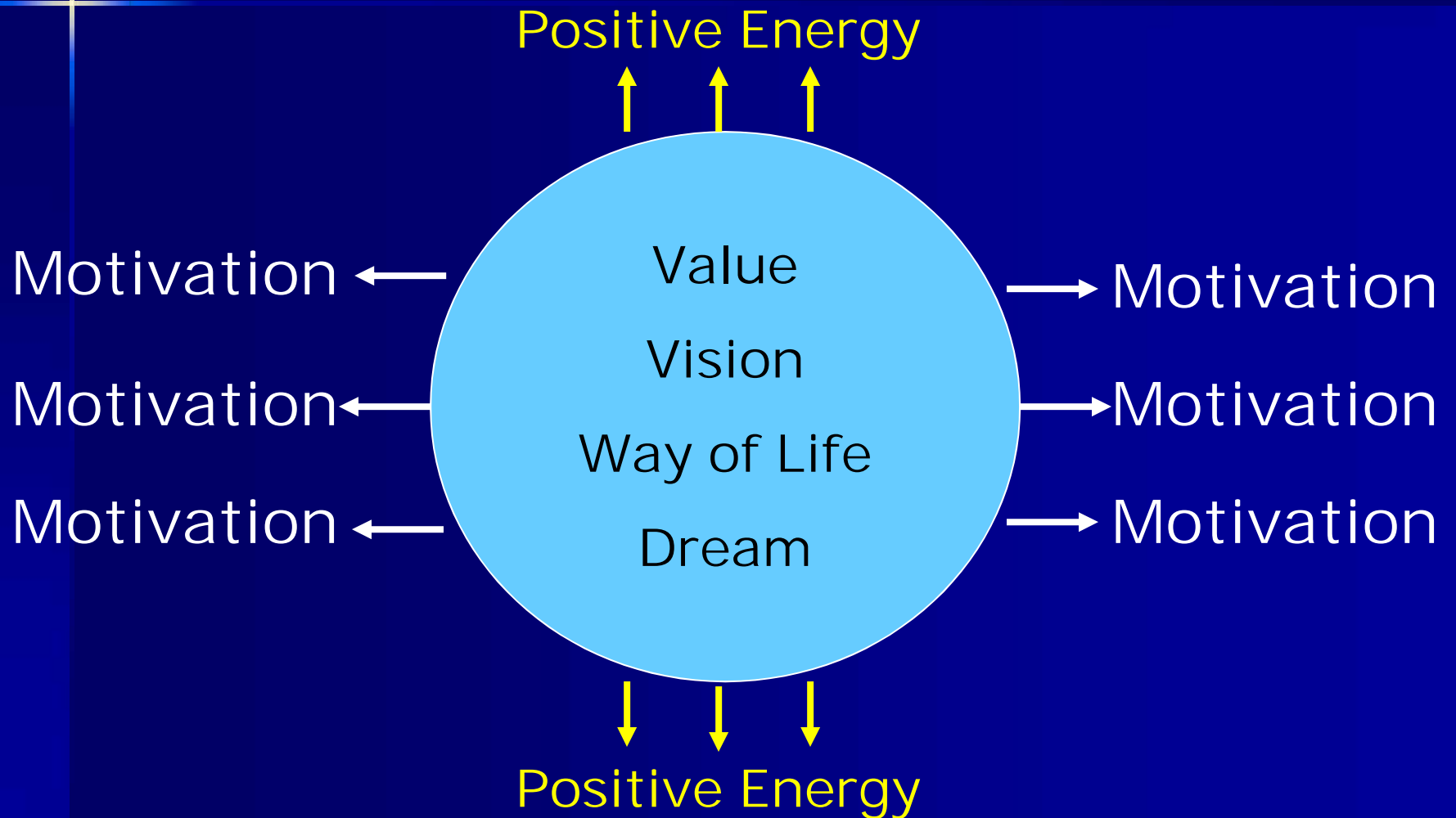
Anything that come from the inside to build a positive energy

- **External Motivation**

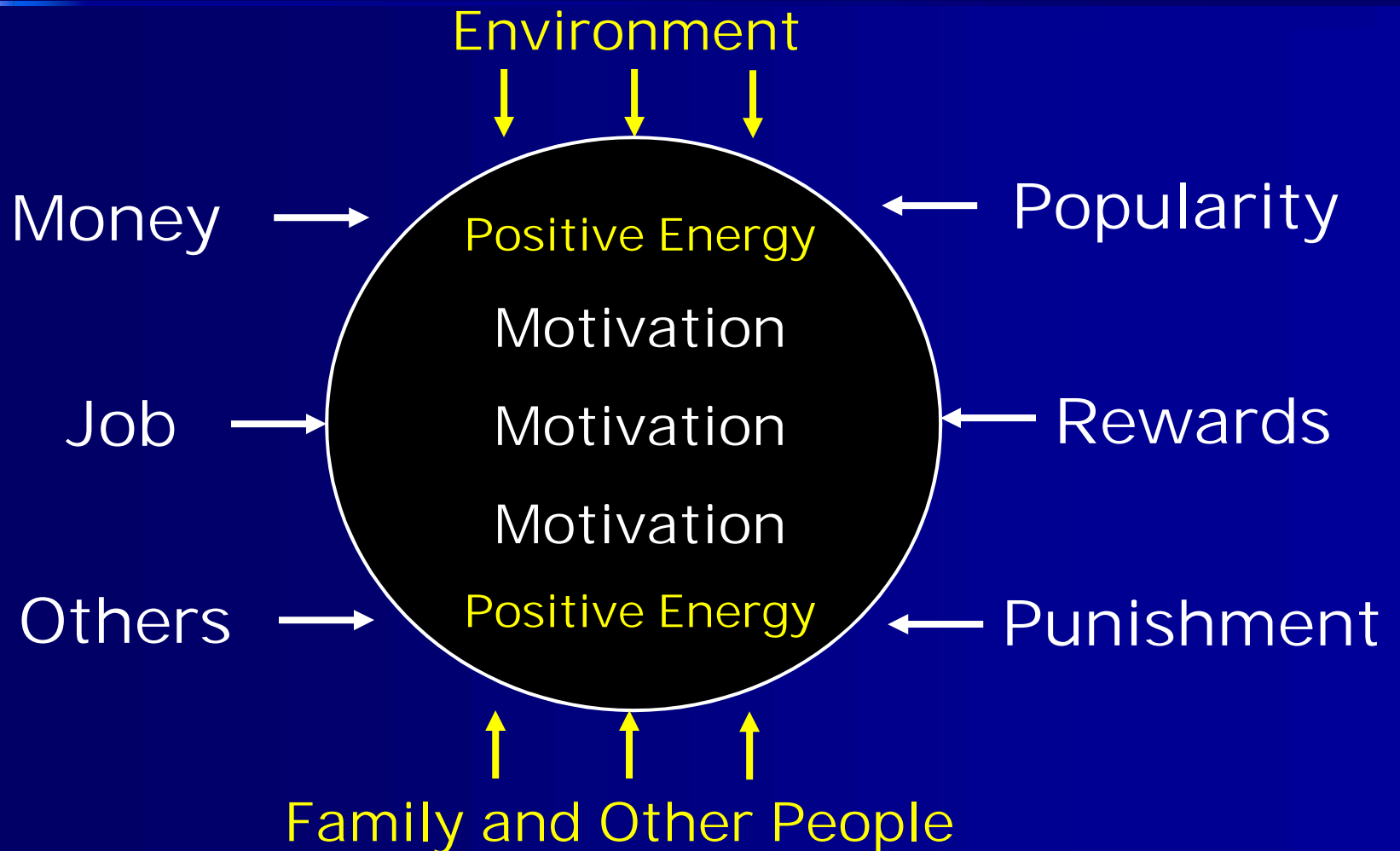
The external factor (outside)



Internal Motivation



External Motivation



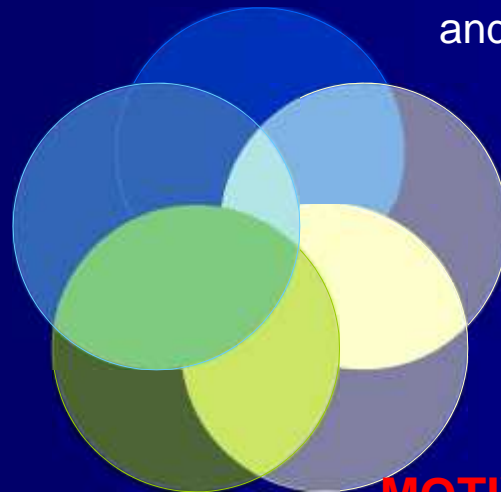
Motivational Factors

The emotional experience of the learner while learning.

AFFECT

STIMULATION:

The stimulation processes affecting learner during the learning experience.



ATTITUDES

Toward the environment, teacher, subject matter, and self

NEEDS

The basic need within the learner at the time of learning

MOTIVATIONAL STRATEGIES

Make the conditions that surround the subject positive.

- Positively confront the possibly erroneous beliefs, expectations, and assumptions that may underlie a negative learner attitude.
- Reduce or remove components of the learning environment that lead to failure or fear.
- Plan activities to allow learners to meet esteem needs.

The Power of Dream



- Impian Merupakan Sumber Motivasi
- Impian Menciptakan Energi Besar untuk Berprestasi
- Impian Menjadikan Kehidupan Manusia Lebih Mudah Dijalani

"The future belongs to those who believe in the beauty of their dreams"

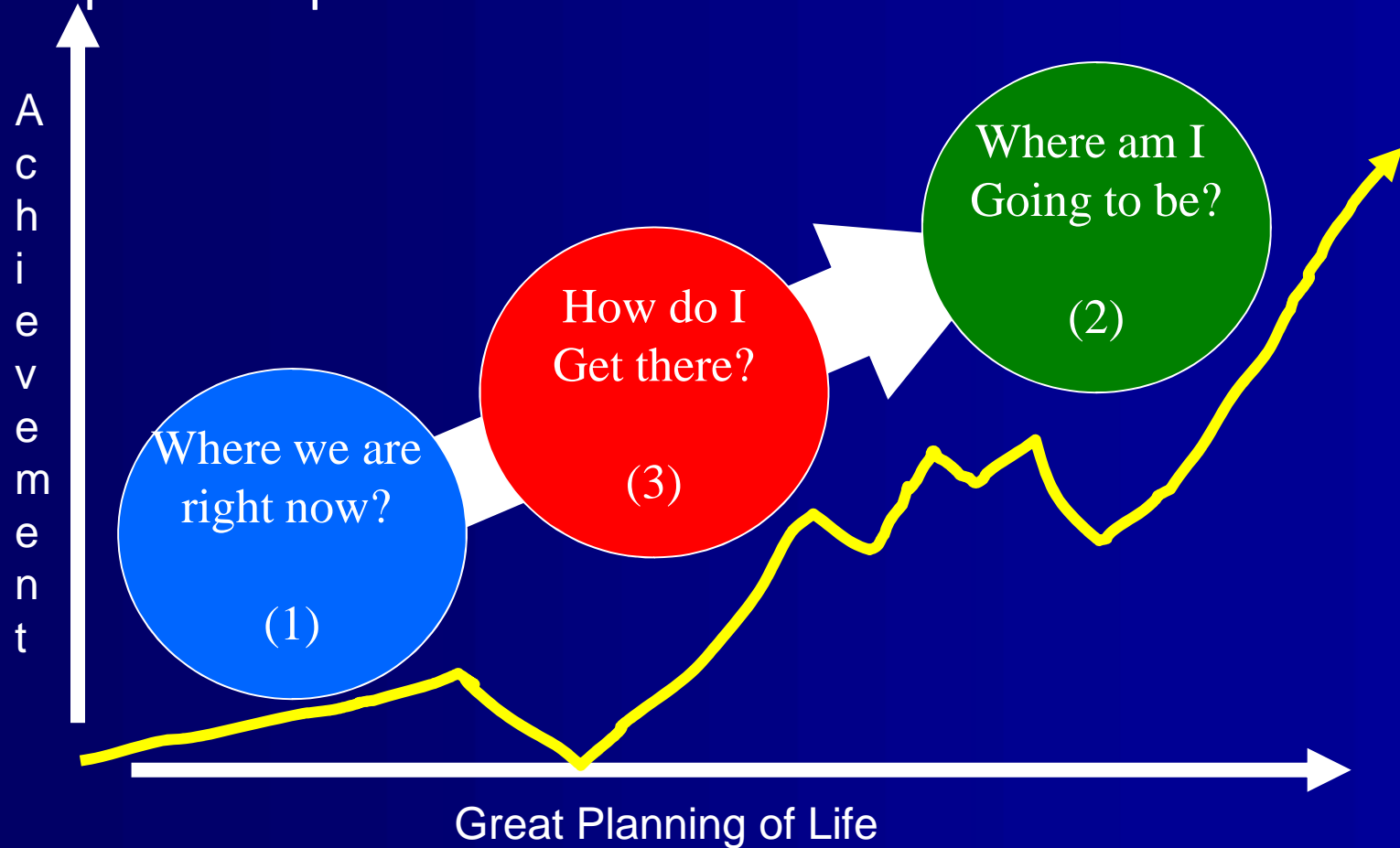
-- Eleanor Roosevelt --

Important Question # 2

- Do U have a Dream?
- Anybody want to share about his/her dream?

Success Trilogy

3 important questions



Self Motivation

- How do I get my DREAM?
→ U have to motivated yourself
- Self Motivation
 - Self Motivation Competencies
 - Rule of Self Motivation
 - Self Motivation Techniques



Three Self Motivation Competencies

- Achievement Drive: Striving to improve or meet a standard of excellence
- Commitment: Embracing the organization's or groups vision and goals
- Initiative and Optimism: Twin competencies that mobilize people to seize opportunities and allow them to take setbacks and obstacles in stride.

Rule of Self Motivation

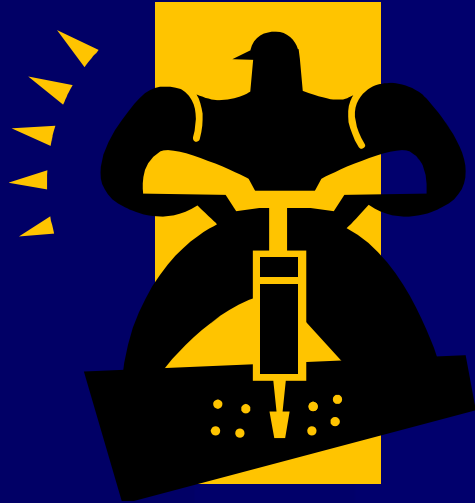
- Motivation is not a product of external influence; it is a natural product of your desire to achieve something and your belief that you are capable to do it
- Positive pleasure-oriented goals are much more powerful motivators than negative fear-based ones. The right combination of both is the most powerful motivating mix
- Start with visualizing clearly your future success and model the feelings you'll experience when you achieve it
- Walk mentally the path towards this success and model your feelings at different milestones on the way
- Assign a high priority to the task

Self Motivation Techniques

- Set a target for the amount of work you will do each day
- Visualize the desired outcome: Create a picture of what the desired outcome will look like, and have this vision before you
- Set milestones of the things you like to do and are proficient in
- Use visual indicators to monitor progress and complete the task

Self Motivation with NLP

NLP = Neuro Linguistic Programming



- NEURO refers to the mind and how we organize our mental life
- LINGUISTIC is about language, how we use it and how it affects us
- PROGRAMMING is about our sequences of repetitive behavior and how we act with purpose

Benefits of using NLP

- By using NLP you can give yourself more conscious choice over what you do and the way you act
- Using NLP at work and in your personal life will sharpen your skills and boost your achievements
- The theories and practices of NLP will help you discover what makes some people excel in all aspects of their lives, and will enable you to do the same

Simple view about Self Motivation

Simple Tips to motivate ourselves:

- We have to have a vision
- Make an action plan
- Commit with the plan
- Praise ourselves
- Build positives attitudes
- Dare to fail



Motivate Other People

- How to motivate other people?
- There is no magic formula for motivating other people
- **Ground Rule:** Praise him more and expect him to improve by leaps and bounds (implemented by most of world wide company)
- Have U ever success to motivate other people...?

The Art of Motivating People

- **Need**

 - We have to understand the people's need

- **Competency**

 - Treat them as competent people

- **Relationship**

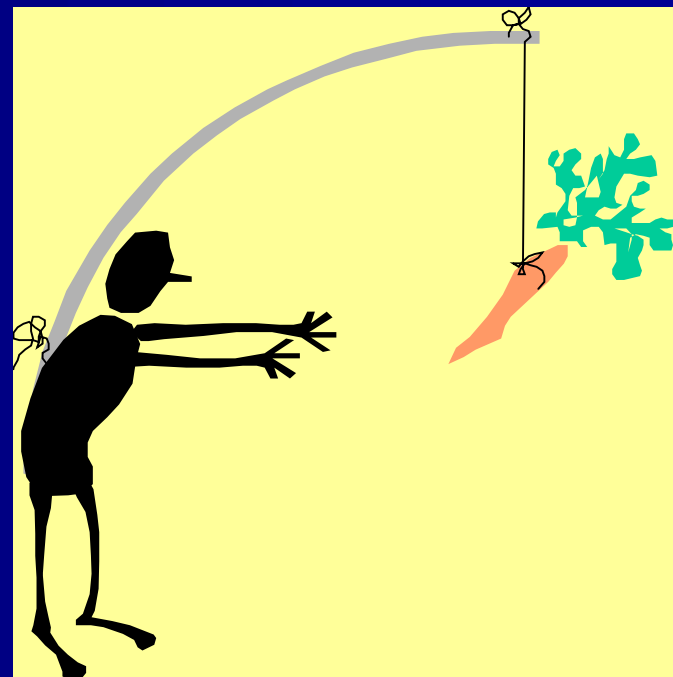
 - Make a good relationship (with love and respect)

- **Communication**

 - Clear and effective communication

Ready to motivate other people...?

- Let's try...
- Starting from today
- Starting from the simple things



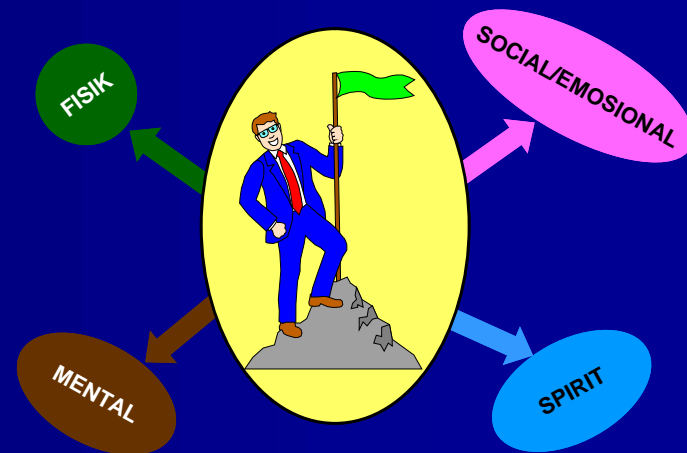
But Remember.....

To be a good motivator, You have to motivate yourself first

Last Things About Motivation

- Motivation is the important key to be success
- Self Motivation; Motivation is about yourself
- Positive Energy; Positive Thinking, Positive Action, Positive Attitude
- Help Others to be Motivated People

Important Question # 3



Are U motivated
people...???

Let's Think About It...



"TAK ADA ORANG YANG DAPAT MERENGGUT HARGA DIRI KITA KECUALI KITA MENYERAHKANNYA KEPADA MEREKA."

Mahatma Gandhi

"TIDAK ADA ORANG YANG DAPAT MEMBUAT ANDA MERASA RENDAH DIRI TANPA SEIZIN ANDA."

Eleanor Roosevelt



Let's Think About It...



Career Timeline



Sukses apa yang ingin saudara capai?
BAGIAN DARI PLANNING ADALAH
OBJEKTIF & AMBISI —IKA Sastra (2004)

Beautiful Words

"Kerjakanlah sesuatu secara tulus dan wajar, dan segalanya akan baik. Kesempurnaan terletak pada motivasi kerja, bukan pada pekerjaan"

- Guru Ching Hai -

"It's not smart and strength will guide u to success, but commitment and consistency"

You can do everything if you think you can do...

Thank You

Questions, Comments, and
Suggestions are very much welcome...