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[EXERCISE EMS-2-2-1-3](#) ↕ [TOPIC 2](#) ↕ [EXERCISE EMS-2-2-2-1](#) ↕ [EXERCISE EMS-2-2-2-2](#)  
[EXERCISE EMS-2-2-2-3](#) ↕ [EXERCISE EMS-2-2-2-4](#) ↕ [EXERCISE EMS-2-2-2-5](#)  
[TOPIC 3](#) ↕ [EXERCISE EMS-2-2-3-1](#) ↕ [HOMEWORK](#)

\* If prompted for a password, use the password that was emailed to you.

\*\*EMS-2-2-1-1 Means EMS **SEMESTER 2** **CLASS 2** **TOPIC 1** EXERCISE 1

## WORKBOOK FOR ECONOMICS, MANAGEMENT & STRATEGY SEMESTER #2 & CLASS #2 (ALSO CALLED EMS-2-2\*\*\*)

**3 TOPICS COVERED IN THIS LESSON:** (Brief Recaps in Brackets. Click the text to jump to the page in this workbook where we cover the Topics).

- 1** [EMS-2-2-1: INCREASING MOTIVATION BY GIVING & RECEIVING FEEDBACK](#) (Discussion of the process of asking for feedback and analyzing the data from the results, which **can materially help to increase the bottom line.**)
- 2** [EMS-2-2-2: INCREASING MOTIVATION THROUGH TEAM BUILDING EXERCISES](#) (By increasing communication between employees and divisions in a firm, idea sharing / innovation and productivity increases materially, which **also helps to increase the bottom line.**)
- 3** [EMS-2-2-3: INCREASING MOTIVATION BY GIVING NON-\\$ INCENTIVES, GIVING BACK & GIVING AUTONOMY](#) (Surprisingly, money is not the biggest motivator for most employees! We discuss non-\$ motivation strategies, which **also helps increase the bottom line.**)

Please have this workbook open during the EMS-2-2\*\*\* lecture and fill in the blanks or answer the questions in this workbook when Chris asks you to do so during the live lesson (or during the replay of the live lesson). The homework for all lessons is always listed on the last page.

If you are watching a live version of this lesson, please let Chris explain the concepts and then we will have many opportunities for live Q&A when he mentions: “*Does Anyone Have Any Questions?*” You can also ask Chris questions about the concepts taught in this class during his weekly *For MBA Degree Program Students Only Weekly Q&A Webcast*, which is available at the following [link](#) using the password that was emailed to you.

Please note that after the class is finished, Chris will direct you where to go online in order to take a quiz based on the concepts taught in EMS-2-2. If you can't watch this class live, then Chris' team will have an edited [replay](#) of the lesson online within one day after this class has ended.

**TOPIC 1 OF 3: EMS-2-2-1: Increasing Motivation by Giving & Receiving Feedback**

**Optional: Type your notes for Topic #1 in this box:**

**Optional: How can you apply what you have learned about Topic #1 today to enhance your career (or to make you happier and more successful in general)?**

**Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #1.** If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #1. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Before asking the question about Topic #1, please look at the first page of this document to see what he will discuss in Topic #2 and Topic #3 (in case your question will be addressed during Topic #2 and Topic #3). Thanks:

**EXERCISE EMS-2-2-1-1: Providing Feedback**

This first exercise is very simple. All I want you to do is to increase the amount of praise you give your employees and observe how much more productive and/or much happier they become, which is contagious and amazing for your team’s culture! It also costs you nothing!

Per the example I listed below, please write the employee’s name and the positive feedback you will give them. Then if possible, observe how much happier and/or productive they are after you provided the feedback/encouragement.

**Why is this exercise important?**

Employees that feel more appreciated are usually more productive and they enhance the culture of your team.

**Please complete the table below:** [You can also access the PDF, Word and Google Docs version of the table at [harouneducation.com/ems-2-2](http://harouneducation.com/ems-2-2) all lower-case]

Employee Name	Positive Feedback to Give Them:	Did They Seem Happier and/or More Productive After You Provided the Encouragement? (I bet it made you feel happier!) Below type: Yes, No or Unchanged
[Example: John Smith]	[Example: Great job with the reports you made today!]	Yes

Employee Name	Positive Feedback to Give Them:	Did They Seem Happier and/or More Productive After You Provided the Encouragement? (I bet it made you feel happier!) Below type: Yes, No or Unchanged

**[Optional] Additional Comments/Observations/Ideas/Next Steps:**

### EXERCISE EMS-2-2-1-2: Asking for Feedback

There are 2 different ways to complete this exercise as follows:

1: Using Paper Based Forms to Ask for Feedback: Please print the table below in Word or in Google Docs or in PDF format (you can download the Word or Google Docs or PDF based forms from: <http://harouneducation.com/ems-2-2>).

**OR**

2: Use <http://SurveyMonkey.com> and/or <http://Suggestionox.com> to Ask for Feedback: Copy or customize the questions listed below into SurveyMonkey.com and use SuggestionOx.com to collect anonymous suggestions from employees.

After this exercise has been completed, we will analyze the results.

#### Why is this current exercise important?

Because employees that are happy and share their opinions are likely to be more motivated and more engaged.

Here is what the downloadable form looks like to have your employees complete:

Question:	Select 10 For the Highest Score and 1 for the Lowest Score.	
1: On a scale of 1 to 10 are you <b>happy</b> at work?	Enter your score out of ten in the cell on the right - - >	
	Optional: Please comment in the box below on how happy you are at work and/or how you can be happier:	
2: On a scale of 1 to 10 are you <b>challenged</b> at work	Enter your score out of ten in the cell on the right - - >	
	Optional: Please comment in the box below on how challenged you are at work and/or how you can be challenged more:	

<b>Question:</b>	<b>Select 10 For the Highest Score and 1 for the Lowest Score.</b>	
3: On a scale of 1 to 10 are you <b>learning</b> at work?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on how you are learning at work and/or if you want to be learning more:	
4: On a scale of 1 to 10 are you <b>progressing</b> at work?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on your career progress:	
5: On a scale of 1 to 10 is there enough <b>team work</b> on our team?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on the amount of teamwork and/or how we can improve team work on our team:	
6: On a scale of 1 to 10 how <b>political</b> is our team?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on how political our team is and how to reduce how political our team is:	

<b>Question:</b>	<b>Select 10 For the Highest Score and 1 for the Lowest Score.</b>	
7: On a scale of 1 to 10 are you <b>appreciated</b> at work?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on how you are appreciated and/or how you can be more appreciated at work:	
8: On a scale of 1 to 10 are you having <b>fun/enjoying</b> work?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on how much fun/enjoyment you are having at work and how you can have even more fun or enjoy your work even more:	
9: On a scale of 1 to 10 how <b>satisfied are our customers</b> ?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on how satisfied our customers are and how we can improve the level of satisfaction that our customers feel relative to the competition:	

Question:	Select 10 For the Highest Score and 1 for the Lowest Score.	
10: On a scale of 1 to 10 is your supervisor <b>transparent</b> enough?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on how transparent your supervisor is and/or how the amount of transparency can increase:	
11: On a scale of 1 to 10 are you <b>motivated</b> at work?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on the motivation on our team and/or how we can improve our motivation:	
12: On a scale of 1 to 10 how is the <b>communication</b> on our team?	<b>Enter your score out of ten in the cell on the right - - &gt;</b>	
	<b>Optional:</b> Please comment in the box below on the communication on our team and/or how we can improve our communication.	



Question:	Select 10 For the Highest Score and 1 for the Lowest Score.	
13: On a scale of 1 to 10 are you <b>micromanaged</b> at work?	Enter your score out of ten in the cell on the right - - >	
	<b>Optional:</b> Please comment in the box below on how you are being micromanaged and/or other comments on the topic of micromanagement on our team:	

**[Optional] Enter Additional Comments/Observations/Ideas/Next Steps in the Box Below:**

### EXERCISE EMS-2-2-1-3: Analyzing the Data from the Feedback Surveys

When your employees have completed\* the Word or PDF or Google Docs surveys from Exercise EMS-2-2-1-2 then we can analyzing the surveys using an Excel spreadsheet that I created for you called Survey Score Analysis.XLS, which you can download from [harouneducation.com/ems-2-2](http://harouneducation.com/ems-2-2) [lower-case, as always].

*\*If you used SurveyMonkey.com for the previous exercise, then this exercise is optional.*

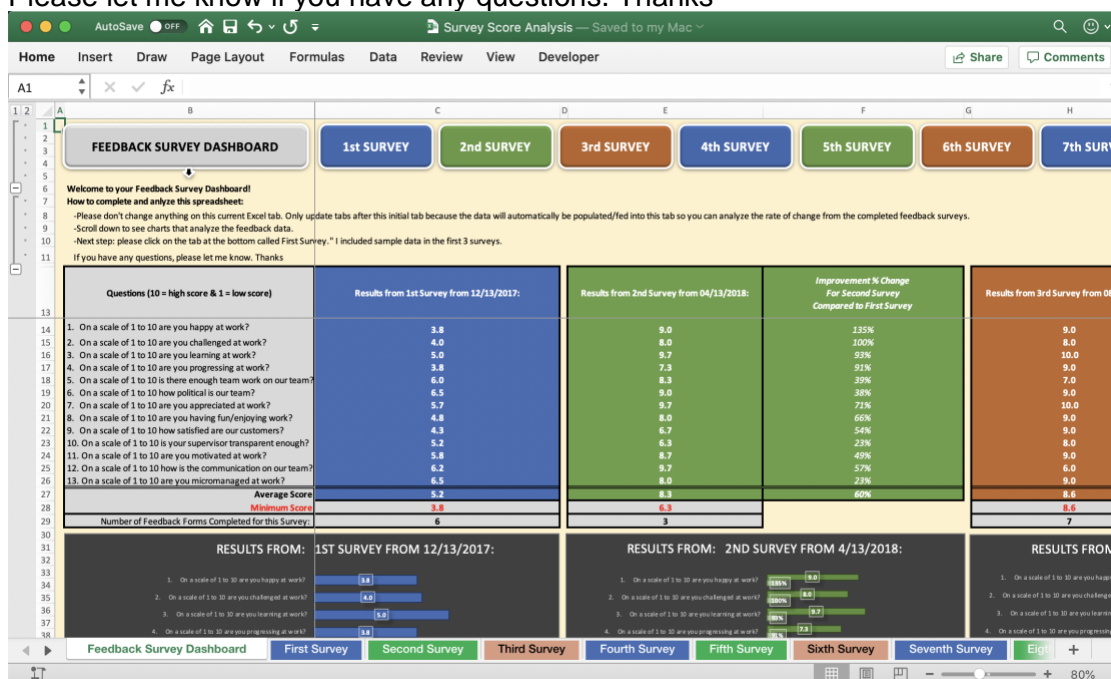
We will use the Survey Score Analysis.XLS spreadsheet to enter in and analyze the survey data. Please either complete this Excel survey yourself or have someone on your team enter in the data into this spreadsheet. Here is how the process works:

When you open the spreadsheet, you will see that there are 16 tabs, including a master dashboard feedback analysis tab (which is the first tab) and 15 tabs after the dashboard tab for 15 surveys to complete every 3 months.

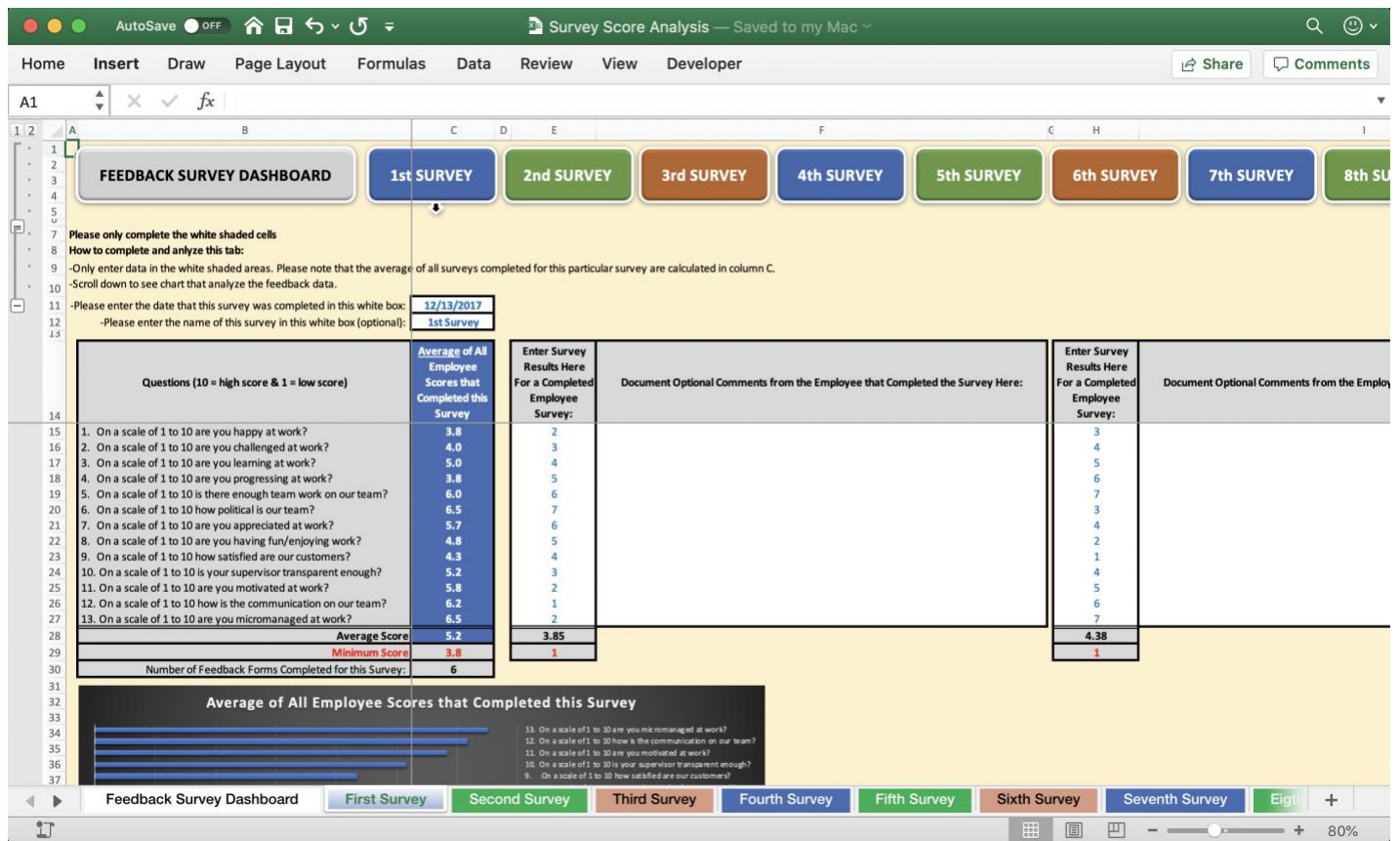
Only enter data into white shaded cells in this spreadsheet. There are no white shaded cells on the first tab. Open the second tab and enter in or have someone on your team enter in all of the survey results for all employees. I entered in sample scores for the first 3 surveys.

Then after you enter in the data, please look at the feedback survey dashboard tab (which is the first tab), which will show you percent changes or improvements or vice versa in your scores for your surveys.

Please let me know if you have any questions. Thanks



Workbook for EMS-2-2 (Semester #2 and Class #2 for Economics, Management & Strategy)



**FEEDBACK SURVEY DASHBOARD** | 1st SURVEY | 2nd SURVEY | 3rd SURVEY | 4th SURVEY | 5th SURVEY | 6th SURVEY | 7th SURVEY | 8th SURVEY

Please only complete the white shaded cells  
 How to complete and analyze this tab:  
 -Only enter data in the white shaded areas. Please note that the average of all surveys completed for this particular survey are calculated in column C.  
 -Scroll down to see chart that analyze the feedback data.  
 -Please enter the date that this survey was completed in this white box: 12/13/2017  
 -Please enter the name of this survey in this white box (optional): 1st Survey

Questions (10 = high score & 1 = low score)	Average of All Employee Scores that Completed this Survey	Enter Survey Results Here For a Completed Employee Survey:	Document Optional Comments from the Employee that Completed the Survey Here:	Enter Survey Results Here For a Completed Employee Survey:	Document Optional Comments from the Employee that Completed the Survey Here:
1. On a scale of 1 to 10 are you happy at work?	3.8	2		3	
2. On a scale of 1 to 10 are you challenged at work?	4.0	3		4	
3. On a scale of 1 to 10 are you learning at work?	5.0	4		5	
4. On a scale of 1 to 10 are you progressing at work?	3.8	5		6	
5. On a scale of 1 to 10 is there enough team work on our team?	6.0	6		7	
6. On a scale of 1 to 10 how political is our team?	6.5	7		3	
7. On a scale of 1 to 10 are you appreciated at work?	5.7	6		4	
8. On a scale of 1 to 10 are you having fun/enjoying work?	4.8	5		2	
9. On a scale of 1 to 10 how satisfied are our customers?	4.3	4		1	
10. On a scale of 1 to 10 is your supervisor transparent enough?	5.2	3		4	
11. On a scale of 1 to 10 are you motivated at work?	5.8	2		5	
12. On a scale of 1 to 10 how is the communication on our team?	6.2	1		6	
13. On a scale of 1 to 10 are you micromanaged at work?	6.5	2		7	
<b>Average Score</b>	<b>5.2</b>	<b>3.85</b>		<b>4.38</b>	
<b>Minimum Score</b>	<b>3.8</b>	<b>1</b>		<b>1</b>	
Number of Feedback Forms Completed for this Survey:	6				

**Average of All Employee Scores that Completed this Survey**

13. On a scale of 1 to 10 are you micromanaged at work?  
 12. On a scale of 1 to 10 how is the communication on our team?  
 11. On a scale of 1 to 10 are you motivated at work?  
 10. On a scale of 1 to 10 is your supervisor transparent enough?  
 9. On a scale of 1 to 10 how satisfied are our customers?

**Why is this exercise important?**

By collecting feedback and analyzing survey results, we can identify why employee engagement/motivation (and hence productivity) is not as high as it should be. We can track results over time in order to enhance the productivity (and employee motivation) of our team.

### **TOPIC 2 OF 3: EMS-2-2-2: Increasing Motivation Through Team Building Exercises**

**Optional: Type your notes for Topic #2 in this box:**

**Optional: How can you apply what you have learned about Topic 2 today to enhance your career (or to make you happier and more successful in general)?**

**Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #2.** If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #2 At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Before asking the question about Topic #2, please look at the first page of this document to see what he will discuss in Topic #3 (in case your question will be addressed during Topic #3). Thanks:

### **EXERCISE EMS-2-2-2-1: [Optional] Games that Require No Money to Play (for Bonding at the Office)**

Here are some exercises to get people to know each other better that I have seen used that work:

**1: Two Truths and a Lie:** Have everyone introduce themselves and then say 2 truths and a lie about themselves. Then people guess the lie. This reduces the stress on a team while teaching us interesting facts about your colleagues. Why does this work? Because this helps to break down barriers. Laughter reduces stress and encourages a more team based collegial environment.

**2: Hometown & Hobby:** go around the table or the room again and say your name, where you are from and what your favorite hobby is.

**3: Desirable Vacation Destination:** Go around again and answer the question of what country you would love to visit on vacation and why.

**4: Other Favorites Games:** Consider repeating the exercise mentioned above for any of the following:

- Your favorite sports team.
- Your favorite movie that motivated you or inspired you
- Your favorite book
- Your favorite food
- Your favorite inspiring quote, which is my favorite.
- What was your nickname and why growing up. Mine was Harpoon and Baboon.
- Now the more fun part. Have everyone put their nickname in a hat. Then have someone pick a name from the hat and draw it on the board until someone guesses what the nickname is.
- Do same in a hat with a favorite movie, food, sports team etc that was also mentioned during this exercise.

**5: What Do We Have in Common Game:** Split the room into 2 (or more) groups. Separate teams by splitting up people that hang out together. Then for 10 mins each team has to list as many things that they all have in common. Tell the teams to each list at least 10 things

that they all have in common. Then both teams meet, and they have to find at least 2 things they all have in common (meaning both groups).

Have fun with this!

### **Why is this exercise important?**

When employees know each other better and laugh more together, they are more motivated to share ideas more often as barriers are removed.

## **EXERCISE EMS-2-2-2-2: [Optional] Changing (or Reinforcing) Your Team's Culture**



Split the team of employee into 2 teams. Give half room a card with 1 of your culture principles on it and the other half of the room a card with the opposite of that culture trait. For example, give half of the room a card with the words: “love helping others” on it and the other half a card with “anti-social and not friendly and selfish.”

Make sure both teams do not know what the contents are of the other team’s card. Then for 90 seconds have every person on both teams talk to 3 people from the other team. Then separate the teams and ask them to guess what was written on the other team’s card.

Then reinforce why it's important to have a culture of helping people that we work with rather than being anti-social, not friendly and selfish etc.

Repeat the same game, but this time on team 1’s cards write “positive attitude” and on team 2’s card writes “negative attitude.”



Do it again but this time team 1 has the words “passionate about our team and high energy” and team 2 has not “passionate about our team and low energy” written on their cards.

After the game is completed, discuss the principles or cultural attributes that you want to see on your team.

Whatever your team’s culture characteristics are or should be, try the game we just spoke about, but instead of using the examples that I gave to write on the cards, use your optimal cultural characteristics.

Separately, if you wanted to, have teams of people write down 10 characteristics of people that they would love to work with and then have the teams talk about all 10. Then reinforce that we should look to hire people going forward that have those characteristics etc.

If you wanted to, you can also all decide on the top 10 characteristics that you would all love to have to describe your team’s perfect culture. Then put the 10 characteristics in a hat and have employees chose 1 each without looking at it, then tape it to their back. Then have everyone stand and have everyone explain what is or they can act like what the cultural word or phrase is on the back of another person. When that person guesses correctly, then he or she can sit down etc.

The bottom line is I want you to customize some of the cultural game or exercise concepts discussed in this lecture and then try them out with your team.

### **Why is this exercise important?**

A team will be much more motivated if they have a superb culture.



**EXERCISE EMS-2-2-2-3: Write Down 10 or Fewer Principals that You Want to Describe Your Company (i.e., Positivity, Passion, etc.)**

1:

2:

3:

4:

5:

6:

7:

8:

9:

10:

### **EXERCISE EMS-2-2-2-4: [Optional] Annual Fun “Team Appreciation Week”**

Customers love when we show them appreciation, and this is an investment. Similarly, in order to keep our employees motivated, in addition to showing them all individual appreciation, showing the entire team how much they are appreciated can really help them to maintain or increase their motivation to continue to be productive.

Here is an idea on how to show them appreciation. Pick one week where business is always seasonally slow and not too many of your employees are on vacation. Perhaps it's the first week of your slowest quarter. Make this week called Team Appreciation Week. Every day do something fun and different. Don't worry as this won't take up the entire day, just 2-3 hours per day.

One month before Team Appreciation Week, book a team meeting every day at certain times for 2-3 hours so that all or most employees on your team can attend. Here is a sample schedule for the 5 days of that Team Appreciation Week:

**Day 1:** Monday at 10am meet and start off saying thank you. Then the surprise activity is for the whole team to go to a 10:30am movie (preferably a comedy).

**Day 2:** Tuesday at 12pm have an amazing lunch at awesome place in city near office or bring it in or make lunch yourself for your employees.

**Day 3:** Wednesday 1pm-3pm: Have a scavenger hunt. Divide the office in half so 2 teams can compete in this fun scavenger hunt.

**Day 4:** Thursday at 11am: go to a comedy club for lunch. Then in the afternoon you and the senior members of your team (if applicable) make ice cream for all and bring it to your employees' desks.

**Day 5:** Friday: 11:45am until 12pm: meet in the board room and give an incredibly inspiring speech to your team [we will cover giving an inspiring speech in section 9 of this course]. then have lunch brought in and catered to the office and give a paperweight award to entire team celebrating the year's biggest team accomplishment [we will cover what kind of paperweights to order in section 3 of this course].

Then at 1pm on Day 5 say *“I will see you all on Tuesday. You can't come in to work on Monday and I don't want to see any emails sent on the weekend or on Monday. Then on Tuesday until Friday of next week everyone just work from home which is what I am going to do. Nobody come in to work. I know you all work so hard and I really appreciate it and I want you all to spend this weekend and Monday with your families because without their support and encouragement, we wouldn't be as successful as we are today. In closing I want to sincerely thank you and just let you all know that I love you all and I really appreciate you all.”*

---

Then hand everyone a personalized handwritten thank you card highlighting each person's contributions to the team and how much you appreciate them.

### Why is this exercise important?

If you think that this 5-day exercise is over the top, it's not because we all have big customer conferences that last a week and are at expensive hotels etc. As a manager, if you treat your employees on many occasions like they are the customer and family and make them feel special, then I think this results in more profits for the company than hosting customer events as employees that feel appreciated are much happier, much more motivated, much more productive and much more loyal, which enhances the culture of your team.

Separately, in your personal life, you feel so much happier if your kids or parents or significant other appreciates you. The same can be said for your professional life. You can never show enough appreciation.

Thank you.

### Optional Comments / Annual Fun "Team Appreciation Week" Ideas:

Day 1:

Day 2:

Day 3:

**Day 4:**

**Day 5:**

### **EXERCISE EMS-2-2-2-5: Creating A Simple Motivational Team Based Goal Together**

Simplistic short quantitative goals are great motivators for a team, especially if your team helps you create them. For example, below are some images of goals that I found on the internet when I searched for the words [by 2020](#). These companies have certain goals they want to accomplish by 2020. In this exercise, ask your team to create a similar simplistic goal for you all to work on achieving together.

**Step 1:** Create Your Simplistic Short Goal phrase.

**Step 2:** Go to [www.fiverr.com](http://www.fiverr.com) and have a logo created for your goal, which can cost as little as \$5. I use [www.fiverr.com](http://www.fiverr.com) for all of the covers of my books.

**Step 3:** Then once you receive the graphic of your goal back from [www.fiverr.com](http://www.fiverr.com), then have the image mounted on a piece of plywood or particle board and made into a picture that you can put on the wall of your office in a common area for all to see so that there is a sense of motivating team based purpose to what we do every day.



### **Why is this exercise important?**

If you see your team's goal visualized and simplistic enough to understand on the office wall, then it will reinforce the purpose and motivation of your team. You can even add it to the bottom of your emails.

**TOPIC 3 OF 3: EMS-2-2-3: Increasing Motivation by Giving Non-\$ Incentives, Giving Back & Giving Autonomy**

**Optional: Type your notes for Topic #3 in this box:**

**Optional: How can you apply what you have learned about Topic #3 today to enhance your career (or to make you happier and more successful in general)?**

**Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #3.** If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #3. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you).Thanks:



### **EXERCISE EMS-2-2-3-1: Non-Cash Based Incentives that Will Motivate Employees**

There are 2 parts to this exercise. Part 1 deals with creating a team-based paperweight (or other) gift.

Part 2 deals with creating a customized gift or award for 1 specific employee.

There will be plenty of internet links as resources for you in this exercise.

#### **PART 1: TEAM BASED RECOGNITION AWARD:**

All you need to do is browse these 17 websites and think about ideas for a team-based glass tombstone paperweight gift:

1. [https://www.edco.com/employee-recognition-awards?source=8442287889&gclid=CjwKEAjwI\\_PNBRDcnobn1dvCk1ESJADimmVFXJ6\\_BF-6-PrwuLFJiqFVFTmu2evkx0ilyflLeF0CGYRoCmdLw\\_wcB](https://www.edco.com/employee-recognition-awards?source=8442287889&gclid=CjwKEAjwI_PNBRDcnobn1dvCk1ESJADimmVFXJ6_BF-6-PrwuLFJiqFVFTmu2evkx0ilyflLeF0CGYRoCmdLw_wcB)
2. [https://www.crownawards.com/Scholastic.Crystal\\_Awards.Signature\\_Crystals/GLOBK.html?cgid=SE\\_D&gclid=CjwKCAjwI\\_PNBRBcEiwA4ppIRa4NrSQZH3ues5cUJNpM7kh6OxMYTONw7cNtZMileO79zbjBLiEDnxoCRaoQAvD\\_BwE](https://www.crownawards.com/Scholastic.Crystal_Awards.Signature_Crystals/GLOBK.html?cgid=SE_D&gclid=CjwKCAjwI_PNBRBcEiwA4ppIRa4NrSQZH3ues5cUJNpM7kh6OxMYTONw7cNtZMileO79zbjBLiEDnxoCRaoQAvD_BwE)
3. [https://www.anypromo.com/office/paper-weights/gold-bar-paperweight-p698952?utm\\_source=PLA&utm\\_medium=PC&utm\\_campaign=698952&s=1&glppc=1&gclid=CjwKCAjwI\\_PNBRBcEiwA4ppIRXg0FW-vLkE69pcW6nZNYJwIQlacyMevylcHx2h77jhBilsXxW\\_AvhoCYkMQAvD\\_BwE](https://www.anypromo.com/office/paper-weights/gold-bar-paperweight-p698952?utm_source=PLA&utm_medium=PC&utm_campaign=698952&s=1&glppc=1&gclid=CjwKCAjwI_PNBRBcEiwA4ppIRXg0FW-vLkE69pcW6nZNYJwIQlacyMevylcHx2h77jhBilsXxW_AvhoCYkMQAvD_BwE)
4. <https://www.4imprint.com/paperweights>
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**SIDE NOTE OF A GREAT HEALTH GIFT:** Keeping Employees happy makes them way more motivated and productive. 1 unhappy employee can destroy a team. This is why giving free gym access is a huge investment for your team.

## PART 2: INDIVIDUAL CUSTOMIZED AWARD:

Part 2 deals with creating a customized gift or award for 1 specific employee.

In this exercise, if applicable and if appropriate, write down as many of characteristics of this person, including the following:

Their hobbies:

Year of birth:

Favorite sports team:

Favorite athlete:

Favorite movie:

Favorite author:

Favorite musician:

Favorite superhero:

Favorite food:

Favorite boss [ok that one was a joke]:

Qualities of this person: for example, perseverance or they love challenges

Other favorite characteristics of this person:

Now think about what you can give this person from you and your team that has some of the aforementioned qualities in order to show how much they are appreciated.

## **HOMEWORK**

After this lecture, please complete any exercise(s) in this workbook that you have not yet completed (if applicable) and the quiz associated with this lecture. The quiz is always in the last lecture for each class.