Employee Motivation and Performance Management

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Motivation has a profound effect on employees' productivity and performance. An organization improves its likelihood of success by maintaining a motivated workforce. As a leader within your organization, you share the responsibility of motivating your employees.

This course will help participants cultivate the skills necessary to motivate their employees and give them essential performance-management skills.

Target Audience

This course is intended for:

- Business professionals who are seeking to inspire employees and optimize their performance: such as:
  - Managers
  - Supervisors
  - Human Resource Personnel
  - Team Leaders.

Prerequisites

To attend this course, candidates must have:

- Completed the *Using Microsoft® Windows® 10* course

OR

- Some level of work experience in any of a variety of organizational settings.
- General end-user computer and Internet skills.

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Commit to employee motivation.
- Motivate employees.
- Develop self-motivated employees.
- Establish a foundation for performance management.
- Optimize employee performance using performance-management strategies.
- Create employee performance and development plans.

Course Topics

Module 1: Committing to Employee Motivation

- Recognize the Importance of Motivation
- Assess Employee Motivation Levels

Module 2: Motivating Employees

- Communicate Effectively
- Clarify Expectations
- Establish Meaningful Professional Goals
- Provide Effective Feedback
- Choose Rewards or Recognition

Module 3: Developing Self-Motivation in Employees

- Encourage Self-Motivation
- Create a Sense of Employee Ownership
- Provide Development Opportunities through Mentoring
- Build a Sense of Accomplishment
- Encourage Enthusiasm

Module 4: Establishing a Foundation for Performance Management

- Identify Performance Management Elements
- Elicit Engagement
- Onboard New Employees
- Develop Talent

Module 5: Optimizing Employee Performance

- Assess Available Talent Via Interviews
- Determine Individual Performance Goals
- Discuss Performance Appraisals

Module 6: Creating Performance and Development Plans

- Initiate a Performance Plan
- Create an Improvement Plan for Performance Problems
- Create a Development Plan for Career Growth

ACTIVITIES INCLUDED

Microsoft Partner

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com