**Training Title**

# MOTIVATING & RETAINING EMPLOYEES

**Training Duration**
**5 Days**

**Training Venue & Dates**

| REF ML026 | Motivating & Retaining Employees | 5 | 17-21 June | $5,000 | Kualalumpur, Malaysia |
|---|---|---|---|---|---|

**In any of the 5 star hotels. The exact venue will be intimated once finalized.**

**Training Fees**
- **5,000 US$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch**

**Training Certificate**
**Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.**

**Motivating & Retaining Employees**

## COURSE OVERVIEW

**DESCRIPTION**

The ability to motivate and lead a team is crucial to business success. Successful team supervisors, managers and leaders are able to create a vision and direction for their teams, manage their own and others' time effectively, delegate for optimum results, be both coach and counselor, manage to avoid and resolve conflicts and solve problems quickly and efficiently. In this program you will learn how to:

- Explore the latest basic and advanced principles and skills for those who lead, manage and supervise engineers and scientists and other technical professionals
- Address the issues, problems, concerns and challenges managers' face on a day-to-day basis
- Help those new to leadership to understand and manage team dynamics
- Explore many ways of motivating teams to achieve excellent results
- The concepts taught in this programme are all practical and in tune with today's business environment throughout the developed world

**WHO SHOULD ATTEND?**

- This comprehensive programme is designed for anyone who has achieved technical excellence (as, for example, engineers, scientists, mathematicians, computer specialists, and other technical professionals) and is being groomed for, or is in the process of making the transition to a managerial position
- Group leaders, project leaders, supervisors and managers who have not had significant formal training as managers will also find this programme valuable and rewarding

## PROGRAMME OBJECTIVES

- Apply the basic principles and practices of effective supervision and management in a technical environment
- Explore the roles and responsibilities of team managers
- Set goals effectively
- Conduct periodic performance reviews
- Apply ways to create and maintain a motivating work environment
- Lead situationally
- Improve their communication and listening skills
- Better manage their own time as well as group time
- Delegate for optimum results
- Demonstrate proficiency in coaching and counselling for improved work performance
- Resolve conflicts
- Build a high performance team and apply the skills of empowerment

- Solve problems and make creative decisions

## TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences.  Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.
Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

## PROGRAMME OUTLINE

DAY 1 - Working with the team

- Basic principles of effective supervision and management

- **Mutual goal-setting**
- **Conducting performance reviews**
- **Creating and maintaining a motivating work environment**
- **Stages of team development**
- **Managing change at work**

**DAY 2 - Team performance**

- **Enhancing your leadership skills and behaviours**
- **Learning successfully to let employees lead**
- **Coaching and counselling for improved work performance**
- **Applying progressive discipline**

**DAY 3 - Enhancing your skills**

- **Improving your communication and listening skills**
- **Managing and resolving conflict**
- **Time management as a motivational tool**
- **Delegating responsibility and authority**

**DAY 4 & 5 - Team development**

- **Building a high performance team with a focus on synergistic decision making**
- **Becoming a knowledge-based organisation**
- **Collaborative creative problem solving/decision making**

**Case Studies, Group Discussions, Last Day Review, Assessments will be carried out.**

………………………………

www.definetraining.com