

Putting Motivational Theories into Action

About the Workshop

This workshop has been designed to link motivational theories to actionable tools to help managers motivate their employees while exposing them to managerial best practices; including communication skills, coaching & giving feedback, delegation, conflict management and goal setting. The workshop will also allow participants to conduct an efficient performance management system and learn to deal with different types of personalities.

Learning Objectives

By the end of this workshop, participants will be able to:

- Understand what is employee motivation
- Convey believability by ensuring the verbal, vocal, and visual elements of their communications deliver a consistent message
- Learn how to give constructive feedback
- Identify the differences between coaching and mentoring
- Use a basic coaching model
- Understand the delegation process
- Carry out the delegation
- Conduct better performance appraisals
- Set long term goals and turn them into actions
- Recognize the link between time management and productivity
- Learn about conflicts, and manage to overcome them
- Understand the phases of managing a conflict

Target Audience

This workshop will appeal to a wide range of business professionals who are at the supervisory and managerial levels.

Topics Covered

- 1. Employee Motivation**
 - a. Satisfaction Results
 - b. Some Motivation Theories
 - c. Linking Motivational Theories to Management
- 2. Communication Skills**
 - a. Cues to Believability
 - b. Perception
 - c. Listening Skills
 - d. Being Assertive
- 3. Merrill Reed Personality Styles**
 - a. Understanding the 4 Styles
 - b. Identifying Each Style
 - c. Dealing with the 4 Styles
- 4. Giving Feedback**
 - a. Effects of Feedback
 - b. Focusing on Constructive Feedback
 - c. Natural Response to Feedback
 - d. Johari Window Model
- 5. Coaching Skills**
 - a. Fundamentals of Coaching
 - b. The GROW Model
- 6. Delegation Skills**
 - a. Why Should We Delegate?
 - b. When to Delegate?
 - c. How to Delegate?
 - d. What to Delegate?
- 7. Goal Setting**
 - a. Understanding and Sharing the Vision
 - b. Setting Long Term Goal
 - c. Turning Goals into Tasks
- 8. Time Management Essentials**
 - a. The Time Matrix
 - b. Do the Big Rocks first
 - c. The 4 Ds concept
 - d. Setting Team plans

9. Performance Appraisal

- a. Managers' Involvement
- b. The Performance Appraisal Cycle
- c. What the Performance Appraisal is not About
- d. Employees' and Organization's Benefits

10. Conflict Management

- a. Guiding Principles
- b. What's Your Style?
- c. Nine Approaches to Managing Conflict and Disagreement
- d. The Four – Phase Process for Managing Conflict and Disagreement

11. Situational Leadership

- a. Leadership Flexibility
- b. 4 different Leadership Styles
- c. Diagnosing Development Level
- d. Matching Development Level to Leadership Style

Methodology

- 1-to-1 coaching
- Learning Concepts/ Presentations
- Role Plays and Case Studies
- Group Activities and Discussions
- Individual and Team Exercises
- Tips and Tools
- Educational videos
- Draft an Individual Action Plan

Duration: 24 hours + 4 coaching sessions

LEBANON

Beirut, Sodeco Square
+961 1 611 111
info@formatech.com.lb

U.A.E

Dubai, Knowledge Village
+971 43695391
info@formatech.ae