MOTIVATION TRAINING

(From normal motivation to self-motivation.)

INTRODUCTION:

"Nothing is impossible. The word itself says 'I'm possible!"

– Audrey Hepburn –

If businesses or individuals want greater success, then the answer resides within the ability to improve motivation, improve the use of energy and to improve talent. Yet, almost every time, the emphasis is on talent or the hard skills with little or no focus on motivation or the soft skills.

It's no secret - employees who feel they are valued and recognized for the work they do are more motivated, responsible and productive. Moreover, the real sustenance of motivation lies in the "Art of self-motivation".

This course is to enhance participants' understanding of employee motivation and equip them with practical tools to foster a motivated and engaged workforce.

Motivation Training: Full suite focuses on the following areas:

- ✓ Mindset
- ✓ Communication
- ✓ Leadership
- ✓ Planning process
- ✓ Problem solving
- ✓ Motivation

HOW WILL YOU BENEFIT:

Upon completion of this programme, the participants will be able to:

- ✓ Identify the link between motivation and employee performance.
- ✓ Recognize the external factors that can influence performance.
- ✓ Discover ways to build and encourage self-motivation.
- ✓ Learn effective strategies to encourage and sustain positive attitude.
- ✓ Have a clear vision and overcome obstacles.

KEY CONTENTS:

Module 1 – Overview

- ✓ Define Motivation
- ✓ Types of Motivation
- ✓ Maslow's Hierarchy of Needs
- ✓ Herzberg's Two Factor Theory

Module 2 – Individual Motivation

- ✓ Personal Values
- ✓ Life Value System
- ✓ SWOT Analysis
- ✓ Recognition and Rewards

Module 3 – Setting Goals

- ✓ Goal and Motivation
- ✓ Setting SMART Goals
- ✓ Evaluate and Feedback

Module 4 – Time Management

- ✓ Time system
- ✓ Balance of Time
- ✓ Eisenhower Matrix
- ✓ Focus Point

WHO SHOULD ATTEND?

Supervisors, Heads of Department, Executives, Managers who are responsible for managing teams and are seeking to enhance their skills in motivating and engaging their employees and any employee who want to motivate themselves.

METHODOLOGY:

This programme has s designed deliberately structured to test and bring out the best in the teams. It is to combine the best features of "Experiential Learning" with elements of intensive debriefings and reflections. There will be stimulating classroom discussions along with highly intriguing exercises.

Our programs are initiatives which able to encourage people to think to become more innovative. It is not only a knowledge to share, it is also able to a practical experience in actual life. We believe individual behaviour and attitude are the major basic to affect their way in doing work and leading a team. Thus, we design this beneficiary program which involve extensive use of case studies, debriefing, role play, feedback, games and activities, group discussion, lectures, story-telling, brainstorming, structure instruments and etc.

TIME SCHEDULE :

Duration : 1 day
Time : 9.00am to 5.00pm

9:00am – 9:15am	Introduction & Ice-breaking
9:15am – 10:15am	Module 1: Overview
10:15am – 10:30am	Break
10:30am – 1:00pm	Module 2: Individual Motivation
1:00pm – 2:00pm	Lunch
2:00pm – 3:15pm	Module 3: Setting Goals
3:15pm – 3:30pm	Break
3:30pm – 4:45pm	Module 4: Time Management
4:45pm – 5:00pm	Wrap-up & Q&A