Performance Management and Employee Motivation Training

Duration: **2 Day**

BILGINÇ IT Academy
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Overview

This course will help cultivate the skills necessary to give you essential performance-management skills and motivate your employees.

You want to develop talent within your team by employing effective performance-management strategies on the job. This course will help you cultivate the skills necessary to motivate your employees and give you essential performance-management skills. You also want to be able to lead the individuals on your team effectively by conducting ongoing performance appraisals; delivering helpful and instructive feedback, training, and coaching; and designing and implementing performance standards.

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

Is This The Right Course?

To ensure your success, we recommend that you have some level of work experience in any of a variety of organizational settings. You should also have general end-user computer and Internet skills.

Who Should Attend?

This course is designed for managers, supervisors, human resource personnel, and team leaders who are seeking to inspire employees and manage their performance.

Prerequisites

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What You Will Learn

Upon successful completion of the Performance Management and Employee Motivation Training course, you will be able to:

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

Outline

Module 1: Committing to Employee Motivation

- Topic A: Recognize the Importance of Motivation
- Topic B: Assess Employee Motivation Levels

Module 2: Motivating Employees

- Topic A: Communicate Effectively
- Topic B: Clarify Expectations
- Topic C: Establish Meaningful Professional Goals
- Topic D: Provide Effective Feedback
- Topic E: Choose Rewards or Recognition

Module 3: Developing Self-Motivation in Employees

- Topic A: Encourage Self-Motivation
- Topic B: Create a Sense of Employee Ownership
- Topic C: Provide Development Opportunities through Mentoring
- Topic D: Build a Sense of Accomplishment
- Topic E: Encourage Enthusiasm

Module 4: Establishing a Foundation for Performance Management

- Topic A: Identify Performance Management Elements
- Topic B: Elicit Engagement
- Topic C: Onboard New Employees
- Topic D: Develop Talent

Module 5: Optimizing Employee Performance

- Topic A: Assess Available Talent Via Interviews
- Topic B: Determine Individual Performance Goals
- Topic C: Discuss Performance Appraisals