This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Motivating Your Employees

Course Specifications
Course number: 088511 | **Software:** None | **Course length:** 0.5 day(s)

Course Description
This course will assist you in understanding and implementing strategies that will help to motivate your work force.

Course Objective: You will identify motivation and the factors that influence it. You will also implement managerial strategies to increase employee motivation, to improve job performance, and ultimately to create a self-motivated work force.

Target Student: This course is intended for new managers, especially those with direct reports, who are responsible for increasing employee motivation and job performance.

Prerequisites: None.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Pentium 90 MHz or higher processor, or Macintosh PowerPC.
- Screen resolution of 800 x 600 set to 256 colors.

Platform Requirements

Software Requirements

- Windows 95, Windows 98, Windows 2000, Windows ME, Windows NT 4.0, Windows XP Home Edition, or Windows XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only).

Performance-Based Objectives

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

- Identify employee motivation levels and needs.
- Apply strategies to help motivate employees.
- Apply strategies that create self-motivated employees.

Course Content

Lesson 1: Understanding Motivation

Topic 1A: Recognize the Importance of Motivation
Topic 1B: Assess Employee Motivation Levels
Topic 1C: Meet Employee Motivational Needs

Lesson 2: Motivating Employees

Topic 2A: Retain Good Employees
Topic 2B: Communicate Effectively
Topic 2C: Clarify Expectations
Topic 2D: Provide Effective Feedback
Topic 2E: Establish Goals
Topic 2F: Choose Rewards

Lesson 3: Encouraging Self Motivation in Employees

Topic 3A: Encourage Self Motivation
Topic 3B: Create a Bond with the Organization
Topic 3C: Provide Professional Growth Opportunities
Topic 3D: Build a Sense of Accomplishment
Topic 3E: Encourage Enthusiasm

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

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