

## MANAGEMENT: Motivating People

**Course duration:** 1 day

**Who should attend:**

This course is valuable for anyone who wants to improve their productivity by creating a positive environment in the workplace.

**Course benefits:**

Motivating people is an essential element of any manager's job. In this course you gain the practical skills to best put motivational theories into practice and to create and sustain a positive environment in the workplace.

**What you will learn:**

- Analysing motivation
  - What is motivation
  - Recognising needs
  - Understanding behaviour
- Building up motivation
  - Assessing your attitude
  - Being a good manager
  - Improving communication
  - Creating a no-blame culture
  - Winning co-operation
  - Encouraging initiative
- Getting the best from people
  - Motivating individuals
  - Motivating groups
  - Preventing demotivation
  - Dealing with demotivated people
  - Appraising effectively
  - Evaluating each job
  - Enriching jobs
  - Empowering staff
  - Building careers
- Rewarding achievement
  - Recognising excellence
  - Motivating through change
  - Rewarding exceptional performance
  - Keeping motivation high
  - Are you a good motivator