

Management & Behavioral Skills for New Employees

Date	Venues	(\$)Fees	Book your seat
08 Dec -12 Dec 2024	Kuala Lumpur	3499	Register Now

Course Overview

The key to understanding and managing people effectively is to know something about what makes people tick. What are the things that determine individual behavior and motivation. This program looks at the underlying assumptions we make about human behavior and explains them. In particular the workshop will apply this knowledge to understanding how to make Performance management more effective and efficient.

Course Objective

- Be more effective as a manager or supervisor
- Get the best out of your people
- Have developed a clearer picture of their own attitudes and behavior, and therefore also, of the motivation, attitudes and behavior of other people.
- Improve your skills in practical performance management - such as appraisal, discipline and grievance

Who Should Attend?

- Managers and supervisors who want to get the most out of the people they manage
- Managers who are new to managing people and are looking for an insight into human behavior

Course Outline

- Performance and the Individual
- Managing Employee Performance
- The Assertiveness Model of Behavior and Attitudes
- Exercises with Behavior and Attitudes
- Attitudes and Attitudes to Self

Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Games & Role plays