



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Motivation, Personal Productivity & Effectiveness

Overview

Whether you are a team leader, a manager, or co-worker, the ability to motivate yourself and other people is fundamental to your ability to achieve your business & personal goals. Helping yourself and others to get and stay motivated is an important tool for any successful person.

Objectives

- Improve performance and productivity
- Setting goals
- Enhance communication skills
- Taking initiative
- Improve morale & Commitment

Course Prerequisite

None

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer, who utilises a combination of the following techniques to ensure that the session is practical and experiential: Discussion; Role Play; Exercises & Case Studies; Videos/DVD's; Games, Slide Shows & Written Questions.

Who should attend?

Any person with a drive to succeed.

Course Outline

This course consists of the following 6 modules

Module 1	Know what is Important to You; Know your values; Attitude – the link to Motivation; Learn to Motivate Yourself; Challenge your Beliefs; Create a Motivational Mindset
Module 2	Different Motivational Theories; Set the right Goals; Creating a Motivating Environment
Module 3	Training and Development as Motivation; Making People feel Valued; Identifying Demotivation; Consulting others; Delegating effectively; Failure – an opportunity for Growth
Module 4	Get the right people on board; Motivational Meetings; Rewards and Recognition to boost Morale
Module 5	Listen to Learn; Provide constructive Feedback; Motivating during Change; Motivating dispersed Workers; Motivating Underperformers; Motivating Teams
Module 6	Achieve greater Performance and sustain Motivation

Additional Information

Duration	1 Day	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire