

Partnering In Performance

(Aligning and Motivating Human Assets For Exceptional Results)

Workshop Benefits

1. Research reflects that more than half the professionals working today do not understand how their work is evaluated.

"Partnering In Performance" workshop will help participants to jointly work with employee to a sensitized on organization priorities, get employee to see the "big picture", get clear focus on action plan, to overcome obstacles and means to accountability.

2. Managers in workplace often leave employee to work in a partial vacuum, without much support and without much task structure.

In this workshop, participants learn to identify contexts or situations in which employees need more support (work on their attitude) and/ or more task structure (such as instruction or feedback).

3. For many people, the word feedback seems to mean judgment, so neither giver nor receiver looks forward to those feedback moments.

Program Topic

Program Overview:

1. Developing Performance Goals
 - o Cascade Organization Objectives
 - o Link to the "big picture"
 - o Designing KRA Template
 - o Set SMART Goals
 - o Agree The Action Plan
 - o Assign Priorities
 - o Gain Commitment
 - o Exercise, Discussion and Training Video
2. Coaching for Performance
 - o Focus on tasks and processes vs. job
 - o Encourage and extend support to the team
 - o Create Learning
 - o Create Information Rich Environment
 - o Give Constructive Feedback on work related skills
 - o Activity Based Session
3. Planning and Giving Constructive feedback
 - o Positive Attitude
 - o Being a good Listener
 - o Enquiry and Probing Questioning
 - o Objectivity
 - o Realism
 - o Counseling
 - o Being a Change Catalyst
 - o Gains Commitment
 - o Role play, Exercise, Discussion and Training video

One Day Workshop On

Personal Effectiveness and Time Management

Workshop Objectives

At the end of the Workshop, participants will be able to:

- Establish goals for greater personal effectiveness
- Prioritize and manage time better. Ensure the right balance between operations and improvements.
- Be self aware in order to identify strengths and weaknesses.. Draw up a personal action plan for improvement.
- Delegate effectively to "free up" time, by coaching, counseling and mentoring.

Program Topic

Program Overview:

1. Goal Setting. Developing Right Attitudes and Behaviours
 - o Long-term Goals and Medium-term Plans
 - o Video based learning
 - o Changing behaviours
 - o Exercises
2. Prioritize and Time Management
 - o Priority Matrix
 - o Focus and Time Utilization
 - o Video based learning
 - o Exercises
3. Self Awareness and Personal Development Plans
 - o Managerial Styles. Understand strength and weakness
 - o Video based learning
 - o How you can learn and develop yourself
 - o Exercises
4. Effective Delegation
 - o How to "free up" time through Delegation?
 - o Whom to delegate and how?
 - o Coaching, Counseling and Mentoring
 - o Exercises

Building & Leading High Performance Teams

Workshop Objectives

1. Learn what makes a group become a team, and a team become self-directing.
2. Identify the components of building and launching a team.
3. Recognize and deploy the skills and strengths of team members.
4. Provide leadership to anticipate issues and facilitate team member interaction.
5. Managing the complexity of group dynamics - decision making, power and conflicts - and develop a collaborative culture
6. Learn how to use diagnostic tools to assess teams in real time and how to identify root causes of performance problems
7. How to coach a team. This workshop will enhance the participant's ability to Build and Lead High Performance Teams

Course Description

When teams click! they generate extraordinary results. The Apollo team put the first man on the moon. The first personal computers - both the Mac and the IBM - were the creations of small teams. But Building and Leading a Team to effectively accomplish its goals is no easy task. Think about it. You have to be able to create teams. You have to improve teams that are in place. You have to tap into diverse skills of all the members. You have to create the right environment within the organization for teams to grow, to make a solid contribution. You have to catalyze fresh ideas for new products, better processes, and pursue new business opportunities. You have to provide structure and direction - and you have to be able to identify potential problems early enough to do something about it.

Power of Effective Delegation -The Art of Working Smart

Why This Workshop?

With the advent of teams, downsizing, and fewer levels and increased numbers of direct reports, the kind of work the managers are being asked to do is changing. Therefore, understanding the principles, concepts, and mechanics of delegation is vital for success of today's professional manager. Effective Delegation is a powerful management tool that helps you with time and priority management. It also provides you with the single most powerful way of accelerating the effective development of people and building the productivity of your team.

Knowledge to be Gained :

1. Principles and steps in Effective Delegation
2. How to identify what you should delegate and what you should not
3. Understanding the levels of capabilities and the commitment amongst the team members
4. How to choose who to delegate to?
5. Matching tasks and the development level of the individual
6. Classic delegation mistakes and how to avoid them
7. A simple, tried and tested Delegation vs. Control model
8. Process of Coaching and Developing the subordinates