

Time Management; Meeting Management; Goal Alignment & Effective Behaviour

Module 3: Time Management; Meeting Management; Meeting Management; Goal alignment & Effective behaviour

A. Time Management and managing work priorities

- How to make improving motivation simpler and easier
- The true cost of low motivation
- The 9 motivators you MUST understand before you can improve performance
- Your own personal motivators to individual performance
- The 3 Keys to optimizing any team's energy and engagement levels continually

B. Effective and impactful meetings

- Understand meeting purposes; why do we need them and what are common expected outcomes?
- Be able to describe resource impacts of meetings.
- What are the key phases of a successful meeting?
- What are some common causes of failure?

C. Goal alignment

Goal alignment is critical for business success. It ensures that Supervisors within your organization can see the direction for the business and knows how their job fits in with the "Big Picture." They should understand how to:

- Cascade goals down from executives to employees
- Links everyone into developing departmental goals to fulfill the overall organizational goals
- What are the system's priorities? What are my manager's priorities?
- What am I expected to accomplish? By when?
- How will I accomplish it?
- What resources will I need to be successful?
- What are the time/cost/quality constraints?
- How will my manager and I know if I have successfully accomplished each goal?

D. Professional assertiveness and confidence development

Business Behavior Analysis:

- Psychology of people's various behavioral styles in different situations
- Other's behavior can affect the way we react at workplace
- Discover your behavior style and that how it impacts others

How To Develop Your Assertive Skills:

- Fundamentals of assertiveness
- Assertiveness vs aggression
- Negotiation skills
- How to make strong and effective decisions
- Influential dialogues
- How to improve your influence and persuasion abilities

Duration:

2 days