



## Motivation & Reprimanding

*A Managerial Skills Module*

1 Day, 9am - 5pm

### The importance

A good leader needs to be able to motivate his/her team in order to achieve the objectives. This is because the overall achievement of a team, department and company is dependent on the efforts of every member.

It is undeniable truth that the energy of a group has rippling effect on others, leaders need to make effort to maintain, if not increase, the positive attitudes in the work environment.

### Course contents

#### ***Motivation***

- ★ Motivating with what we can control
- ★ Maslow & Herzberg Theories
- ★ Own needs and reflection
- ★ How to motivate others

#### ***Reprimanding***

- ★ What is a reprimand/discipline interview
- ★ The 3 'E's of a reprimand interview
- ★ Guidelines for a reprimand interview

### Benefits

At the end of this workshop, participants would be able to understand the importance of ensuring high motivation in the working environment. They will also have the confidence of conducting a reprimanding interview when subordinates' performance have dropped below the company's standard.

### RV's teaching

#### methodology

This program is participative and practical. Emphasis on learning through experience, both from structured exercises and group discussions lead the way to effective understanding.

### Rewards

Certificates of participation will be issued to all those who have attended the entire session and participated actively in the program.