

# HOW TO MANAGE AND MOTIVATE STAFF

Workshop - Part 1 - 2 hours

Part 2 - 2 hours

\$300.00 plus gst

One-to-one training (per hour)

\$180.00 plus gst

Getting the best performance from staff can be hard work, and supervisors and managers need to learn the skills to succeed in this important part of their job. This workshop is practical and fun. Here, you will learn proven techniques for managing staff effectively and improving the performance of your team.

## WHO SHOULD ATTEND:

All those responsible for managing staff

## BENEFITS:

- ▶ Understand what motivates individuals and teams at work
- ▶ Learn about different personality traits and types
- ▶ Understand the roles of a leader
- ▶ Gain techniques for giving and receiving feedback

## TOPICS:

### PART 1

- ▶ Workplace behaviours - why are they important?
- ▶ Theories on motivation
- ▶ Essential skills for teamwork

### PART 2

- ▶ Performance management
- ▶ Addressing poor performance
- ▶ How to deliver the tough message
- ▶ Guide for constructive feedback

## REGISTRATIONS:

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

## IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

## CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.