



Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

Enhancing Job Performance:

Skills for Achieving Personal and Organisational Goals

15 - 19 Sep 2019, Dubai
13 - 17 Sep 2020, Dubai



Enhancing Job Performance:

Skills for Achieving Personal and Organisational Goals

INTRODUCTION

This innovative and motivating programme will cover all aspects of job performance. Job performance most commonly refers to whether a person performs their job well. While there is confusion over how it should be exactly defined, performance is an extremely important criterion that relates to organisational outcomes and success. Strongly tied to this concept are the areas of personal motivation, organisational and individual psychology, performance management and group and teamwork.

Key areas covered include:

- The skills that team leaders need in relation to job performance
- Understanding yourself and others
- How to motivate yourself
- The importance of goal setting
- Understand performance decline
- Methods to cope with stress at the workplace
- Learn how to manage conflict through negotiation and mediation

WHO SHOULD ATTEND?

- Those seeking to improve their own and others job performance
- Individuals who desire to develop in all aspects of their work and personal life

PROGRAMME OBJECTIVES

- Understand the key aspects of job performance
- Describe the key theories and approaches related to performance
- Understand the psychology of motivation
- Demonstrate a understanding of performance management
- Understand groups and teams
- Identify people's behavioural strengths and weaknesses in the workplace
- Develop mechanism to cope with stress at the workplace
- Develop critical thinking skills
- Manage conflict through negotiation and mediation

TRAINING METHODOLOGY

Dynamic presentations supporting each of the topics together with interactive trainer lead sessions of discussion. There will also be practical sessions where participants have the opportunity to practice and experience related activities. Role-plays, case studies, videos, small group work, exercises and feedback will be used to facilitate learning.

PROGRAMME SUMMARY

The programme is designed to provide the essential skills and knowledge related to job performance, organisational outcomes and success. The programme also provides an overview of motivational theory, performance management and group and team theory. The emphasis is on practical skill development that leads to organisational and personal effectiveness.



This activity has been pre-approved by the Human Resources Certification Institute (HRCI). Participants attending this training session are entitled to receive:
25 General Recertification Credit Hours

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

PROGRAM OUTLINE

DAY 01

Job Performance and Individual Psychology

- Introduction to the theory and concepts of job performance
- Job performance defined
- Individual psychology: Personality and Intelligence
- Perception and Attribution
- The key to success

DAY 02

Understanding Attitude and Motivation

- Work Attitudes, Job Satisfaction and Organisational Commitment
- An overview of motivation
- Key motivation theories
- Personal motivation
- The importance of goal setting
- Workplace and Stress: Using a stress diary

DAY 03

Performance Management

- Performance management overview
- Factors affecting work performance
- Performance improvement planning
- Making performance appraisal work
- Introducing emotional intelligence

DAY 04

Working in Groups and Teams

- Groups: Definition, Functions, Development, Characteristics and Processes
- Teams: Definition and Roles
- Identify people's behavioural strengths and weaknesses in the workplace
- Leadership theories
- What is your leadership style?

DAY 05

Putting it all together

- Developing critical thinking skills
- Managing conflict: Understanding Power, Politics and Conflict
- Negotiation and mediation skills
- Create your personal career plan

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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✓	Date	Venue	Fee(\$)
	15 - 19 Sep 2019	Dubai	US\$4,950
	13 - 17 Sep 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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