




Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

# Organisational Structure & Work Ethics Behaviour

14 - 18 Jun 2020, Dubai  
23 - 27 Aug 2020, Dubai  
22 - 26 Nov 2020, Dubai



 View Details

2-NOV-19

# Organisational Structure & Work Ethics Behaviour

## INTRODUCTION

Management and organisational behaviour are affected by multiple issues within an organisation, from the type of work done, to the industry, to the rules and policies of the company. All of these elements work together to establish a culture within an organization and to provide direction and guidance for employees as they go about their day-to-day work.

In the Organisational Structure & Work Ethics Behaviour training course we provide the definition of work ethics and high-output working in a business environment, achieving higher quality and increased performance and productivity. A major part of the training course explores what a good business work ethics means, why it is important and how it is made to work in companies and other organisations.

**Participants on the Organisational Structure & Work Ethics Behaviour training course will develop the following competencies:**

- Skills, techniques to organise and instruct people at all levels to work at their best
- Methods for building a high-performance and high-output work ethic in all staff
- Develop a solid understanding of organisational structure theory
- How to create a good work ethic, improving motivation and achieving more
- Identify individual behaviours can build to the achievement of organisational goals.
- Investigate and prescribe which of the motivational theories.

## WHO SHOULD ATTEND?

**The Organisational Structure & Work Ethics Behaviour is an ideal and possibly essential course for:**

- Team leaders, supervisors, professionals at all levels
- Newly promoted professionals
- Those seeking greater responsibility

A good organisational structure and policies are required in order to define acceptable behaviour and promote higher standards. Knowing about the nuances of professional ethics is essential to establishing a harmonious, productive workplace.

## PROGRAMME OBJECTIVES

**Attendance to the Organisational Structure & Work Ethics Behaviour training course will enable the delegates to:**

- Know how to direct and influence using goal setting, the right type of supervision, inspiring leadership, continuous learning, points of power and stronger relationships
- Use Kaizen other scientific methods to drive business improvement
- Understand the right management leadership models to support high-output work team
- Learn the guidelines for encouraging and creating high-output work ethics and productivity based conduct in the workplace
- Learn and apply the concepts of Leadership and management as they relate to individual behaviours to encourage a good work-ethic
- Be able to understand and implement key theories of human behavior to improve both individual and group effectiveness, efficiency and positive behaviours.
- Improve their own personal communication skills: active listening, feedback, speaking, nonverbal behaviours

## TRAINING METHODOLOGY

Participants on the Organisational Structure & Work Ethics Behaviour training course will learn by active participation through the use of exercises, syndicate and group discussion, training videos and discussions on relevant types of accidents and "real life" issues in their organisations.

## PROGRAMME SUMMARY

This EuroMaTech training course aims to provide expert tuition, proven content and models, relevant examples and interactive learning experiences in the application of Organisational Structure, Work Ethics and Behaviour.



*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

### Organisational Structures

- What is organisational structure? A detailed introduction to the theory and practice
- Why you should develop a planned structure for your organization, department or team
- Human Behaviour Part I: *Hierarchy of Needs, Motivation Factors, Theory X/Y*
- Human Behaviour Part II: *ERG and Expectancy Theory*
- An examination of future possible trends in organisational structures
- Application exercises and case studies

## DAY 02

### Measuring Work-Ethics and High Output Work Team

- How to measure productivity, individual and team output and work ethic
- A comparison of business performance and work ethics in other countries,
- Varying global standards and measures of productivity
- Managing change with different organisational structures
- How to deal with mistakes and ensure they don't happen again
- Application exercises and case studies

## DAY 03

### Understanding How to Create and Effective Organisational

- Practical guidelines for better work ethic conduct in the workplace
- How to put the right people in the right places — *some employees make better role models for your organization than others*
- Ways to encourage employees to follow standards,
- Effective policies and procedures that will boost productivity
- Application exercises and case studies

## DAY 04

### The Link between Ethics and Behaviours

- A high-performance business check-list that to maximise productivity and achieve more
- Practical guidelines for good-work ethical conduct in the workplace
- Driving ownership, responsibility and empowerment
- How to ensure best practice standards and they're being followed
- How to build a high-output business team culture and structure
- Application exercises and case studies

## DAY 05

### Organisational and Individual Behavioural Dynamics

- The influence and effect of goal setting, supervision, inspiring, learning, points of power and relationships on individual and group behaviour
- Communication: active listening, feedback, speaking, non-verbal behaviours
- Growing a high-performance team: teamwork, team leadership; Matrix teams: cross-functional teams, forming, storming, norming, performing, etc.
- Organisational Behaviour: elements, models, organization development, action learning
- Organisational behaviour best-practices that help to foster positive change

## IN-HOUSE TRAINING

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



Employee Assistance Certification Commission (EACC), an autonomous credentialing body established by EAPA to maintain and administer all aspects of the CEAP® program, has approved this course for 25 professional Development Hours (PDHs).

The use of this logo is not an endorsement by EAPA of the quality of the course. It means that this course has met the EAPA's criteria to the pre-approved for CEAP® certification or recertification PDHs.

# Organisational Structure & Work Ethics Behaviour

✓	Date	Venue	Fee(\$)
	14 - 18 Jun 2020	Dubai	US\$4,950
	23 - 27 Aug 2020	Dubai	US\$4,950
	22 - 26 Nov 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.

## Contact Us:

### U.K. Office:

109 Mount Pleasant  
 Liverpool L3 5TF, United Kingdom  
 Telephone: +44 151 709 7100  
 Fax: +44 151 709 7181

### Middle East Office:

P.O. Box 74693  
 Dubai, United Arab Emirates  
 Telephone: +971 4 4571 800  
 Fax: +971 4 4571 801

### Email Address:

info@euromatech.ae

### Website:

www.euromatech.com



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