

Staff Engagement and Retention

Course Outline

Duration: 3 x 5 days

Prerequisites: None

Audience: Human Resources Personnel, Management

Overview:

Engaged employees are those that are enthusiastic about their work, and have a positive attitude towards the organisation and its values. An engaged employee always stays motivated in his current assignments and does not look for opportunities outside. Retention strategies are the efforts the organization attempts to retain their employees in the workforce; targeted at valuable and contributing employees.

Topics Covered:

Staff Engagement Session 1 (5 days)

<ul style="list-style-type: none"> • Human Resource Management • Talent Management • Succession Planning • Generation Gaps • Crisis Management 	<p>This workshop will provide your participants with skills and assist them with certain Human Resource situations. You develop a more skilled workforce with Talent Management and attract better and more skilled new hires. Business succession planning is all about being preparing your business for survival and growth; either by grooming employees for leadership or preparing an employee for retirement. Learning how to deal with generation gaps at work will help you become a better manager or co-worker. Crisis management workshop will help participants develop skills needed for certain negative event; preparing them to identify risks, assess the situation and respond appropriately.</p>
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Staff Engagement Session 2 (5 days)

<ul style="list-style-type: none"> • Leadership and Influence • Employee Motivation • Developing Corporate behaviour • Employee Recognition • Work Life Balance 	<p>Once you learn the techniques of true Leadership And Influence, you will be able to build the confidence it takes to take the lead. A genuine leader will need to make decisions and face challenges, but it can become natural and rewarding. The Employee Motivation workshop will give participants several types of tools to become a great motivator, including goal setting and influencing skills. Developing Corporate Behavior with this workshop your participants will be able to develop a business environment that reflects a positive set of values and ethics, see improved team building, better communication, and trust. Employee recognition programs have been shown to increase productivity, employee loyalty, and increased safety. Work-Life Balance will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home.</p>
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Staff Engagement Session 3 (5 days)

<ul style="list-style-type: none"> • Performance Management • Conducting Annual Employee Reviews • Measuring results from training • Managing workplace anxiety • Workplace Diversity 	<p>Performance Management is making sure the employee and the organization are focused on the same priorities to close any gaps that exist in an employee's skillset and make them a more valuable employee through feedback and coaching. With our Conducting Annual Employee Reviews workshop, your participants will discover how to conduct a well-designed employee annual review, that will help to keep employees happy, engaged, and focused. Measuring Results From Training helps to learn about the different ways to evaluate training progress, and how to use those results to demonstrate the results that training brings. Managing Workplace Anxiety workshop will provide your participants the important skills and resources to recognize and manage workplace anxiety. Workshop Diversity the participants will be able to use strategies to be proactive and remove barriers, how to build and encourage diversity in their workplace and community.</p>
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