

EMPLOYEE ENGAGEMENT TRAINING

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Effective Employee
Engagement



COURSE LENGTH: 1.0 DAYS

This Employee Engagement Training course is for managers and other leaders who need to turn the employees reporting to them into motivated individuals who are committed to the success of the company or organisation.

This Employee Engagement Training course will teach you why employee engagement is important and valuable, the strategies and proactive methods to develop an engaged workforce, how to connect with employees on an emotional level to motivate them, prevent procrastination, methods and tools to manage time and productivity, the cost of employee disengagement and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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EMPLOYEE ENGAGEMENT TRAINING COURSE OUTLINE

FOREWORD

Having an **engaged workforce is critical to organisational success**. A distracted workforce is less than effective. Employees who do not pay attention to their work can waste valuable time and make careless mistakes.

So how do you improve employee engagement and create people who are 'connected and committed' to the business?

This course will develop employee engagement as a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals. It examines why employee engagement is important and valuable, how to foster and measure employee engagement and link it to key organisational goals and outcomes.

OUTCOMES

- ▶ Wake up! Disengagement is costing your company millions
 - ▶ Identify the different types of attention
 - ▶ Create strategies for SMART goals
 - ▶ Implement proactive methods to create engagement
 - ▶ Procrastination: Eat that frog!
 - ▶ Manage time and productivity
 - ▶ Develop strategies for an engaged workforce
 - ▶ Identify the different personality types & how they fit into a plan for employee motivation
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MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

Lesson 2: Introduction to Employee Engagement

- ▶ What Is Employee Engagement?
- ▶ Stop Thinking and Pay Attention!
- ▶ What Is Mushin?
- ▶ What is Xin Yi (Heart Minded)?

Lesson 3: Types of Attention

- ▶ Focused Attention
- ▶ Sustained Attention
- ▶ Selective Attention
- ▶ Alternating Attention
- ▶ Attention CEO
- ▶ Attentional Blink

Lesson 4: Strategies for Goal Setting

- ▶ Listening to Your Emotions
- ▶ Prioritising
- ▶ Re-Gating

Lesson 5: Meditation

- ▶ Beta
- ▶ Alpha
- ▶ Theta
- ▶ Delta
- ▶ Gamma

Lesson 6: Training Your Attention

- ▶ Mushin
- ▶ Meditation
- ▶ Focus Execute
- ▶ Visualisation
- ▶ Case Study

Lesson 7: Attention Zones Model

- ▶ Reactive Zone
- ▶ Proactive Zone
- ▶ Distracted Zone
- ▶ Wasteful Zone
- ▶ Case Study

Lesson 8: SMART Goals

- ▶ The Three P's
- ▶ The SMART Way
- ▶ Prioritising
- ▶ Evaluating and Adapting

Lesson 9: Keeping Yourself Focused

- ▶ The One Minute Rule
- ▶ The Five Minute Rule
- ▶ What to Do When You Feel Overwhelmed

Lesson 10: Procrastination

- ▶ Why We Procrastinate
- ▶ Nine Ways to Overcome Procrastination
- ▶ Eat That Frog

Lesson 11: Prioritising Your Time

- ▶ The 80/20 Rule
- ▶ The Urgent / Important Matrix
- ▶ Being Assertive
- ▶ Creating a Productivity Journal
- ▶ The Glass Jar: Rocks, Pebbles, Sand and Water

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

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- ▶ [View this course online](#)
 - ▶ [In-house Training Instant Quote](#)