Haward Technology Middle East

COURSE OVERVIEW SS0154
Introduction to Driving Performance
(E-Learning Module)

Course Title
Introduction to Driving Performance
(E-Learning Module)

Course Reference
SS0154

Course Format & Compatibility
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration
30 online contact hours
(3.0 CEUs/30 PDHs)

Course Description

Achieving and maintaining a high performance is a key challenge for employees. The skills to manage individuality, maintain organizational goals, develop responsibility and deal productively are critical to maximizing employee performance. Effective organizing and time management techniques help employees achieve their objectives. Understanding the fundamentals of workflow and the principles of human performance equip employees with the tools and processes to get more of their work done on time with fewer resources and less stress.

Today's employees are experiencing ever increasing pressure to 'do more with less'. There is often a tension between using their time to support and direct their subordinates and colleagues as well as getting the job done as quickly, efficiently and effectively as possible.

This course is especially intended for those who know there are smarter ways of working and want to quickly learn those techniques; who are responsible for efficient performance while simultaneously managing multiple priorities; and who want to step back, study and implement new ways of working and managing their work.

This E-Learning course is designed to familiarize new employees (UD) with the main concepts and themes of Driving High Performance. It covers the characteristics and key elements of driving performance; the management behavior, reward process, 5 strategies for driving performance and time management; the common time wasters, ensuring tasks completed in a timely manner and meeting quality expectations with limited supervision; prioritizing tasks to get more done; the six methods for prioritizing your tasks; the productivity and motivation, time management techniques and tools, planning, execution and developing weekly plans; the willingness and confidence in seeking and participating in work assignments; the various ways to have initiative at work; the benefits of taking initiative; and the things to consider before taking initiative.

During this interactive course, participants will learn to solve problems at work, think like an owner of a company, ask good questions and be more confident at work; maintain your enthusiasm at work, use brainstorming, apply meeting management and seek guidance of supervisor; engage others in improving your performance, apply constructive feedback and apply problem solving process; apply mind mapping as a presentation tool, guidelines for creating mind maps, delegation and decision-making; employ delegation techniques, delegation process, empowerment, goal setting and helping others to set goals; and illustrate motivation cycle, motivation techniques, motivational strategies and other motivational factors.

Course Objectives

The objective of this programme is to familiarize new employees with the main concepts and themes of Driving High Performance. After completing this training the employee will:-

- Apply and gain an introductory knowledge on how to improve your performance

- Understand the fundamentals of time management and practiced how to use various time management tools such as activity logs, prioritized to do lists, action programs, multitasking etc.

- Be able to organise themselves and take control of their daily activities by proactively scheduling tasks and developing weekly plans and to-do lists to ensure tasks completed in a timely manner and meets quality expectations with limited supervision

- Have practiced demonstrating willingness and confidence in seeking and participating in work assignments in order to avoid being idle

- Understand how to develop rational persistence to be able to handle day to day difficulties and setbacks when they arise and seek guidance of supervisor

- Understand the protocols of requesting feedback by practicing to be as specific as possible, graceful and listen actively

- Be able to use the feedback collected effectively to measure own progress against development needs objectively, throughout the performance year

- Understand the basic concepts of problem solving and how to take a structure approach to solving problems and making decisions

- Have practiced to proactively request data/inputs from others in order to generate and propose new process improvement ideas

- Understand all areas where they can find expectations and standards of performance (such as job descriptions, goals, policies and procedures, K-Group values, health and safety standards) and how their performance against these will be measured

- Discuss the characteristics and key elements of driving performance

- Carryout management behavior, reward process, 5 strategies for driving performance and time management

- Identify the common time wasters, ensure tasks completed in a timely manner and meet quality expectations with limited supervision

- Prioritize tasks to get more done and apply the six methods for prioritizing your tasks

- Carryout productivity and motivation, time management techniques and tools, planning, execution and developing weekly plans

- Demonstrate willingness and confidence in seeking and participating in work assignments

- Apply various ways to have initiative at work, recognize the benefits of taking initiative and discuss the things to consider before taking initiative

- Solve problems at work, think like an owner of a company, ask good questions and be more confident at work

- Maintain your enthusiasm at work, use brainstorming, apply meeting management and seek guidance of supervisor

- Engage others in improving your performance, apply constructive feedback and apply problem solving process

- Apply mind mapping as a presentation tool, guidelines for creating mind maps, delegation and decision-making

- Employ delegation techniques, delegation process, empowerment, goal setting and helping others to set goals

- Illustrate motivation cycle, motivation techniques, motivational strategies and other motivational factors

Who Should Attend
This course is intended to familiarize new employees with the main concepts and themes of driving high performance for Under Development (UD) employees in the administration and middle management functions.

Course Fee
As per proposal

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- USA International Association for Continuing Education and Training (IACET)

  Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Contents

- A Course Summary
- Survival in Dynamic Ever Changing Environment
- Characteristics
- Key Elements
- Management Behavior
- Main Role of Reward is to Attract, Motivate, Retain
- Top Talent
- Reward Serve as Corporate Language
- Communicate What Company Expect from its Employee
- Reward Process
- Implementation Is Unspoken Word of Company Policy
- Self Reminder Notes
- Lesson Learn
- Science of Productivity
- 5 Strategies for Driving Performance
- Trust
- Respect
- Autonomy
- Purpose
- Opportunity

- Time Management
- Facts About Time & Time Utilisation
- Concept of Time
- Work Management
- The Concept of Time: Facts
- Types of Time
- Lack of Planning, Prioritizing, and Focus
- Urgent Versus Important
- Procrastination
- Common Time Wasters
- Procrastination Vs Pain and Payoff
- Common Time Wasters
- Tips to be a Successful Time Manager
- Getting the Most Out of Each Day
- Block Interruptions
- Management: A Definition
- Ensure Tasks Completed in a Timely Manner and Meet Quality Expectations with Limited Supervision
- How to Ruthlessly Prioritize Tasks to Get More Done
- Six Methods for Prioritizing Your Tasks
- The Science of Productivity and Motivation
- Time Management Techniques & Tools
- Doing the Right Things
- Getting Organised
- Planning and Execution
- The Pareto 80/20 Principle
- Manpower Planning Issues
- Developing Weekly Plans
- Demonstrating Willingness & Confidence in Seeking & Participating in Work Assignments
- A Game Changing Habit: Cultivating Initiative
- What Does Taking Initiative Mean?
- How to Develop Your Initiative Muscles
- Ways to have Initiative at Work

- Benefits of Taking Initiative
- Things to Consider Before Taking Initiative
- How to Take Initiative as a Team
- How to Encourage Employees to Take Initiative
- What Causes Lack of Initiative?
- Qualities that can Help You Take Initiative
- Solving Problems at Work
- How to Think Like an Owner of a Company
- Asking Good Questions
- How to be More Confident at Work
- How to Pitch a Proposal Or Idea to Your Boss
- How to Maintain Your Enthusiasm at Work
- Motivational Quotes on Taking Initiative
- How to Brainstorm In Groups
- Brainstorming
- What is Brainstorming?
- Why Use Brainstorming
- Individual Brainstorming
- Tip
- Group Brainstorming
- How to Use the Tool
- Step 1: Prepare the Group
- Step 2: Present the Problem
- Step 3: Guide the Discussion
- Taking Your Brainstorming Further
- The Next Step – Taking Action
- Meetings that Work
- Meeting Management
- Seek Guidance of Supervisor
- Engaging Others in Improving Your Performance
- Constructive Feedback
- Feedback is Critical to Improving Performance
- Specificity

- Timeliness
- Manner
- Solving Problems and Making Tough Decisions
- Problem Solving Process
- Problem Solving
- New Ways of Thinking
- Mind Mapping as a Presentation Tool
- Guidelines for Creating Mind Maps
- Master Your Telephone
- Delegation
- Delegation (of Authority)
- Elements of Delegation
- Decision-Making
- Delegation Techniques
- Delegation Process
- Delegating Paperwork
- Empowerment
- Empowerment Triangle
- Goal Setting & Helping Others to Set Goals
- Smart
- Motivation
- The Motivation Cycle
- Motivation Techniques
- Creating a Task that Motivates
- Motivational Strategies
- Other Motivational Factors
- Importance of Motivation