

MANAGING EMPLOYEES



AT WORKPLACE

In today's competitive environment, organizations must ensure high productivity in order to sustain their business. Employees being their assets must excel in all areas and shall at all times maintain high standards in areas of tardiness, adapting to new systems and procedures, ensure safe work practices, as well as working in a team. It is these employees with the correct attitude and mind set who will steer the company to greater heights.

Course Objectives

At the end of the programme, participants should be able to:

- Appreciate the concept of productivity
- Understand their role and responsibilities as employees of the organisation
- Be aware of the implications of their poor performance to the company

METHODOLOGY

This program is conducted in a highly interactive manner where it enables the participants to have experiential learning throughout the training session. All the modules include one or more of the following methodology:

- Group work and exercises
- Case study related to the organization
- Lecture/Presentations

TARGET AUDIENCE

All shop floor employees in the organisation.

Course Outline

Module 1: Introduction

Module 2: Productivity

Module 3: Change

Module 4: Time Management

Module 5: Attendance

Module 6: Quality

Module 7: The Right Attitude

Module 8: Workplace Ethics

Facilitator

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Duration : 2 days