Course Overview:

in this course you will get all methods of simplifying and developing work procedures, explore why work development and simplification are vital to your organization's success and how to develop work plan and get that plan implemented.

Course Objective:

- Achieve Measurable Improvement In Work Performance.
- Develop A Personal Action Plan To Improve Effectiveness.
- Develop The Ability To Simplify Work Effectively.
- Measure And Observe Performance Of Others.
- Learn To Empower Others To Perform At A Higher Level.
- Lead Difficult Staff And Colleagues Through Feedback Processes.

Course Outline:

- Work Management
- Work Team And Leadership
- The Manager As Motivator And Problem Solver
- Ways of developing and simplifying work procedures
- Performance Indicators And Feedback Mechanisms

Who Should Attend:

Anyone Who Is Asked To Lead And Manage An Organization, Division, Department Or Team Will Return To Work Prepared And Skilled To Develop And Simplify Assignments.

Training Language:

English

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation