PROFESSIONAL DEVELOPMENT TRAINING

# Employee Engagement Training

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

**Employee engagement involves helping employees to become more productive, focused and organised. The success of your staff is directly related to the success of any organisation.**

**The PD Training Employee Engagement Training Course provides understanding and skill building in the various methods of employee engagement such as attention zones, goal setting, prioritising, focusing, and evaluating. Training in employee engagement helps managers to keep employees motivated, productive and fulfilled. Happy staff produce better results!**

**This engaging course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.**

### What You'll Gain:

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

**After completing this course particpants will be able to:**

- 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

### Lesson 10: Procrastination

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

- 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

**Talk to our expert team**

**Phone: 1300 121 400**

Email: enquiries@pdtraining.com.au