



Managing & Motivating Towards  
Excellence: Skills, Competencies, Traits  
& Techniques



# Managing & Motivating Towards Excellence: Skills, Competencies, Traits & Techniques

## Introduction

To create high levels of customer satisfaction and achieve the organizational mission, organizations must become "One Big Team Working Together." Everyone must contribute their ideas, working together as internal customers.

This management E excellence course requires a radical shift in the "management" paradigm where leaders and professionals realize the importance of employee involvement in the management process, i.e., encouraging and motivating employees to contribute their ideas, harnessing their potential and adopting a significant change of role.

In the post-industrial "command and control" era, business demands a new breed of leader who couples technical skills with good people leadership - the ability to manage and motivate for excellence.

## Targeted Groups

- Managers.
- Supervisors.
- Team leaders.
- Employees who are being prepared to be promoted to a managerial role.

## Course Objectives

At the end of this motivation and performance management course, the participants will be able to:

- Manage and motivate their employees towards excellent performance.
- Learn to help their employees to harness their full potential towards excellence in the workplace.
- Understand employees' personal needs and motivate innovative thinking.
- Apply knowledge of individual differences to motivate others.
- Remove blocks to motivation and develop people skills to motivate others.
- Gain insights into their strengths and weaknesses and leadership styles.
- Understand the emotional makeup of their teams, colleagues, and customers.
- Develop leadership competencies and skills to motivate employees.
- Understand and begin to practice innovative leadership.
- Build a foundation for Continuous Improvement.
- Be able to harness their employees' emotional intelligence to release creativity in the workplace.
- Understand and practice critical people skills to motivate toward excellence.
- Aspire to leadership that buys into the "achieving excellence" model.

## Targeted Competencies

- Leadership skills.
- Team management.
- Emotional intelligence.
- Communication skills.

## Enhancing Management Competencies through Excel for Managers

Recognizing the importance of technical prowess in modern management, you can participate in this techniques of motivation and performance management course, which includes a specialized focus on Excel for managers course content, equipping you with essential skills to analyze, present, and leverage data effectively.

### Course Content

#### Unit 1: Adopting The New Organizational Culture Through Understanding People

- Importance of perception.
- Perception in the workplace.
- Maximizing our perceptual ability.
- Type and trait theories of human personality.
- Understanding personality styles.
- Optimizing our personality strengths.
- Removing emotional blind spots.
- Appropriate self-disclosures.

#### Unit 2: Motivating Employees with Management Motivation Techniques

- Understanding motivation.
- Motivating ourselves and others.
- Applying theories of motivation in the workplace.
- How can leaders motivate employees?
- Removing blocks to motivation.
- Motivation for excellent performance.
- Motivating a high-performance team.
- The art of giving and receiving criticism.

#### Unit 3: Motivating Innovative and Creative Thinking in The Workplace

- Psychological principles of creativity in the workplace.
- Encouraging creativity for continuous improvement.
- Convergent and divergent thinking.
- Understanding and managing creative people.
- Stages of the creative process: preparation, incubation, illumination, and verification.
- Transforming blocks into creativity.
- Creativity for business breakthroughs.
- Divergent thinking skills for innovative leadership.

## **Unit 4: The New Leader: Developing Management Skills and Competencies**

- Psychological principles of leadership.
- Theories of leadership.
- Leadership for managing performance.
- Transactional leadership and transformational leadership.
- Visionary and competent leadership.
- Developing leadership integrity.
- Innovative leadership for excellent performance.
- Being prepared to lead.

## **Unit 5: Managing for Excellence: Competence Management and Performance**

- Development of vision, mission, key goals and key processes.
- Optimizing the leader's natural strengths.
- Integrity and compassion for accountable leadership.
- Leadership for performance management.
- Managing change and getting others involved.
- Leading by example.
- Inspirational Leadership.

## **Advancing a Competency Management System for Effective Leadership**

To further embed excellent management skills within the organizational fabric, the techniques of motivation in performance management course delves into establishing a competency management system critical for recognizing, cataloging, and cultivating the competencies required for leadership excellence and compelling motivation and performance management.