



*Training Course:  
Understanding Human Performance*

*2 - 13 September 2024  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Understanding Human Performance

Training Course code: HR1089 From: 2 - 13 September 2024 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 8400 € Euro

### Introduction

The key to understanding and managing people effectively is to know something about what makes people act and behave in the ways they do. What are the drivers that determine individual behavior, action, and motivation? This program looks at the underlying assumptions we make about human behavior and psychology and explains them. In particular, the workshop will apply this knowledge to understand how to make management and leadership more effective and efficient.

But people are not machines, they can be seriously affected by personal and work-related problems and concerns. People's problems can include work-related stress, marriage problems, lack of motivation, work stress, long hours of work, turnover, under-staffing, nationalization, bullying, and job insecurity all impact on employee's health and performance. The cost to the employer can be enormous. No matter what industry you work in, stress at work can be a very real and overwhelming experience.

The amount of employees suffering from stress and stress-related illnesses is rapidly rising. More than half 53% of people in work have suffered stress in the past 12 months, while one in four people had taken time off sick through stress in the previous year, according to the latest research by the International Stress Management Association.

### Course Structure of Understanding Human Performance

Module 1 - Managing Employee Performance, Behaviour & Attitudes

Module 2 - Managing People at Work

### Course Objectives of Understanding Human Performance

As a result of attending this workshop delegates will have developed:

- A clearer understanding of human behavior
- A clear appreciation of how attitude affects behavior and motivation
- Be clearer on how to manage employee performance by:
  - Having practiced performance appraisal interviewing
  - Having worked through discipline and grievance case studies and examples
- To understand people problems at work
- To identify and develop the critical skills needed for stress management
- To develop effective workplace interventions
- To understand how to motivate & counsel others
- To apply best practice in the management of employee problems

### Course Process of Understanding Human Performance

This Course will be presented in a highly interactive presentation style. Individual and group activities will intersperse the sessions. DVD presentations will highlight major teaching features. A variety of Practical Sessions

and Role Plays, and group inter-action are programmed into this Course. These sessions are most informative, inspiring, fun, and presented in a relaxing atmosphere, that is conducive to learning.

## Course Benefits of Understanding Human Performance

- Be more effective as a manager or supervisor
- Get the best out of your people
- Have developed a clearer picture of their own attitudes and behavior, and therefore also, of the motivation, attitudes and behavior of other people
- Improve your skills in practical performance management - such as appraisal, discipline and grievance.
- Develop practical skills in people management
- Develop practical skills in trauma and crisis management
- Learn how stress affects individuals mental health at work
- Actively identify and reduce stress in self and others
- Learn the skills and knowledge necessary to motivate others

## Core Competencies of Understanding Human Performance

- Communication skills - oral and body language
- Interpersonal relationship skills
- Performance management
- Self - development
- Understanding of stress management theory & practice
- Apply effective stress management interventions in their workplace
- Able to implement an effective Employee Assistance Program EAP
- Understanding of PTSD and CISD
- Develop an effective motivation strategy

## Course Outlines of Understanding Human Performance

Module 1:

Managing Employee Performance, Behaviour & Attitudes

Day 1: Performance and the Individual

- Psychological profiles - Jungian typology and understanding human behavior
- How competency frameworks support performance management
- Human behavior questionnaire
- The Iceberg model to understand behaviour
- Models of Performance Management
- The Johari window

Day 2: Managing Employee Performance

- Discipline, capability and grievance
- Recognizing the difference between Capability and conduct issues
- The "rules of Natural Justice"
- The purposes of discipline
- Inefficiency and box markings
- Models of motivation and behavior

### Day 3: The Assertiveness Model of Behaviour and Attitudes

- Identifying and recognizing the types of behavior:
  - Aggressive
  - Indirectly aggressive
  - Passive aggressive
  - Assertive
- Communication skills
- Being proactive with people

### Day 4: Exercises with Behaviour and Attitudes

- Managing performance -The Performance Appraisal Interview
- Role plays - dealing with discipline and Grievance cases
- Case studies -real stories explored and developed

### Day 5: Attitudes and Attitudes to Self

- The Behaviour mirror diagnostic tool
- Social styles -a behavior model
- Program review

### Module 2:

#### Managing People at Work

### Day 6: People Problems at Work

- Introduction to Human Psychology
- Understanding people problems
- Ways of helping people
- Impact of work - performance issues
- Employee Assistance Programs EAPs
- Steps to establish an EAP

### Day 7: Understanding Stress

- What is stress? - Recognizing the physical and behavioral signs, Stress in the mind and body
- What contributes to workplace pressures?
- The impact of stress on personal performance - the positive and negative effects of stress
- The symptoms of short term and long term stress
- Stress management techniques
- Individual Testing: The major causes of stress at work and at home

### Day 8: Basic Counselling Skills

- What is communication?
- Techniques for interviewing/basic counseling skill
- Developing Active listening skills
- Understanding body language
- SOLER Techniques for counseling
- Motivational Coaching Techniques

#### Day 9: Understanding Motivation

- The Psychology of Motivation
- Motivation at work
- Team & Group Motivation
- Reward
- Case study: Absenteeism

#### Day 10: Critical Incident Stress CISD and Trauma Counselling

- What constitutes a traumatic event
- A Model for Workplace Trauma Management
- Policy, Plans, and Procedures
- Media Management, Preventive Training, and Information
- Debriefing & Grief Counselling
- Traumatic stress and Posttraumatic Stress Disorder

## Registration form on the Training Course: Understanding Human Performance

**Training Course code:** HR1089 **From:** 2 - 13 September 2024 **Venue:** Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur **Training Course Fees:** 8400 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Company Information

Company Name: .....

Address: .....

City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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