

# Course : Recognizing and rewarding employees

signs of recognition, motivation and commitment

*Practical course - 2d - 14h00 - Ref. VCO*

*Price : 1590 CHF E.T.*

This course will teach you how to value actions, establish dialogue and adapt signs of recognition according to the personality types of your employees. Thanks to an assertive attitude, you'll be able to use positive criticism to stimulate and involve your colleagues.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Identify all valuation situations
- ✓ Identify the drivers of employee motivation
- ✓ Using delegation as a motivational tool
- ✓ Valuing your employees in a personalized way
- ✓ Giving and receiving signs of recognition

## Intended audience

Transverse or hierarchical team manager.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Active, dynamic teaching methods: filmed scenarios, role-playing, case studies, group or sub-group discussions.

## Course schedule

### PARTICIPANTS

Transverse or hierarchical team manager.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Understanding the different approaches to motivation

- Motivation: what are we talking about?
- The classic approach and innovations.
- The role of individual recognition in motivation.
- Identify your own motivating factors and those of your colleagues.

### Hands-on work

Development of a motivational plan in sub-groups and collective debriefing.

## 2 Encouraging employee self-expression

- Take into account new data in the professional environment.
- Help employees replace passivity or aggressiveness with an assertive posture.
- Giving meaning to employees' activities.
- Consult your team: bring them together, ask questions, get them involved.
- Communicate your vision as a manager and convey the company's values.
- Using delegation as a motivational tool.
- Set up a clear, interactive communication system.

### Hands-on work

Filmed role-plays based on situations experienced by participants.

## 3 Valuing your employees in a personalized way

- Knowing how to give value, individually and/or collectively.
- Formulate a direct request: What do you think of...?
- Giving a sign of recognition as a means of learning.
- Choosing recognition signs according to personality type.

### Hands-on work

Sharing experiences and best practices.

## 4 Giving and receiving signs of recognition

- What is a sign of recognition?
- Verbalize and forget the expression "ça va sans dire".
- Anglo-Saxon recognition practices: Stroke(s).
- Value or criticize the task, but never the person.
- Invite witnesses to transmit positive signs of recognition.
- The essential rules for criticism.

### Hands-on work

Filmed scenarios with analysis of individual postures.

## 5 Personal progress action plan

- Identify areas for progress: actions, objectives, deadlines, with whom, when...
- Measurement criteria and points to watch out for.

### Hands-on work

Build an individual progress action plan.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

