

EMPLOYEE ENGAGEMENT TRAINING

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Effective Employee
Engagement



COURSE LENGTH: 1.0 DAYS

If your employees or staff are not inspired to perform beyond what is normally expected of them, your managers and other leaders may need to attend PD Training's Employee Engagement Training course and learn how to motivate and inspire their subordinates.

This course covers the following topics: the importance of employee engagement to the company's success, the proactive methods to create engagement, the strategies to develop an engaged workforce, the different types of attention and motivation to create engagement, preventing procrastination, the cost of employee disengagement and much more.

This comprehensive training course is now available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, Orlando, New York, Philadelphia, San Antonio and Seattle.

EMPLOYEE ENGAGEMENT TRAINING COURSE OUTLINE

FOREWORD

Having an **engaged workforce is critical to organizational success**. Managers must understand that today's employees are seeking more from their jobs and careers than in previous decades. Employees will choose to either stay within an organization or go, based on whether or not that organization meets their needs and expectations. Apart from seeking tangible benefits such as salary, they look out for roles that will provide a sense of satisfaction and fulfillment.

So how do you improve employee engagement and create people who are 'connected and committed' to the business?

The **Employee Engagement Training Course** examines why employee engagement is important and valuable, how to foster and measure employee engagement and link it to key organizational goals and outcomes.

OUTCOMES

By the end of this course, participants will:

- 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: Attention Zones Model

- Reactive Zone
- Proactive Zone
- Distracted Zone
- Wasteful Zone
- Case Study

Lesson 3: Introduction to Employee Engagement

- What Is Employee Engagement?
- Stop Thinking and Pay Attention!
- What Is Mushin?

Lesson 4: SMART Goals

- The Three P's
- The SMART Way
- Prioritizing

- What is Xin Yi (Heart Minded)?

- Evaluating and Adapting

Lesson 5: Types of Attention

- Focused Attention
- Sustained Attention
- Selective Attention
- Alternating Attention
- Attention CEO
- Attentional Blink

Lesson 6: Keeping Yourself Focused

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

Lesson 7: Strategies for Goal Setting

- Listening to Your Emotions
- Prioritizing
- Re-Gating

Lesson 8: Procrastination

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog

Lesson 9: Meditation

- Beta
- Alpha
- Theta
- Delta
- Gamma

Lesson 10: Prioritizing 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 11: Training Your Attention

- Mushin
- Meditation
- Focus Execute
- Visualization
- Case Study

Lesson 12: Wrapping Up

- Words from the Wise

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)