



CONTINUING EDUCATION

Course Outline

Motivating for Success

Want more creative, motivated employees who are eager to work hard and satisfy both internal and external customers? Good leaders empower their employees to feel confident, valued and motivated. In this course discover what motivates people, how to resuscitate motivation and how personality affects motivation. You will also learn how to give clear and motivating directions, set realistic and achievable standards and provide effective feedback, which praises good results and corrects unsatisfactory performance.

Who Should Take This Course?

This course is designed for anyone who struggles to motivate others around them to achieve the same goals or objectives.

Course Objectives

- Motivate others to be more productive and supportive members of any organization
- Give clear/motivating goals and set realistic and achievable standards
- Deliver feedback that praises good results and corrects performance issues
- Give effective performance reviews

Course Info

- Length: 6 hours
- Format: Classroom instruction and demonstration
- Prerequisite: None

Course Content

Motivate others to be more productive and supportive members of any organization

- Complete a personality self-assessment to understand the effects of motivation
- Learn how to use Motivational CPR™ to resuscitate motivation
- Gain insight into the motivationally challenged and how to refocus on the task at hand

Give clear/motivating goals and set realistic and achievable standards

- Learn how to link organizational goals to employee tasks
- Understand the importance of employee buy-in to goal success
- Understand the reasons for non-performance and tools to overcome

Deliver feedback that praises good results and corrects performance issues

- Learn the three principles of successful feedback
- Apply the feedback “sandwich” to any situation
- Understand how feedback can be used to prevent future performance issues

Give effective performance reviews

- Understand how to give performance reviews to achieve objectives
- Understand the performance review process and how to apply to any situation

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Supervision Certificate, you must take all six required courses and attend* 80 percent of the entire certificate (calculated by total number of sessions). If you complete a certificate program by taking courses individually (not through a series), you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.