

Engaging and Retaining Key Employees

Overview:

Whilst recruitment and selection are key human resource and line management responsibilities, further attention needs to be given to retaining and developing existing employees. In a competitive global marketplace, engaging and retaining high caliber employees will lead to improved financial performance. Managing organisational talent requires a strategic, business focused approach, that considers:

- Employee selection
- Orientation/induction
- Training and development
- Delegation
- Motivation
- Coordination and direction
- Expectation management
- Measuring results/managing performance
- Interacting on results, taking corrective action, reward and discipline

This training addresses the skills managers need, to effectively manage their key organisational talented.

Designed for: Managers and organisational leaders

Duration: 2 day

Content:

Employee selection

- Selection defined
- Sourcing candidates
- Benefits of effective selection
- The do's and don'ts of selection
- The objectives of good selection
- The impact of incorrect selection
- Résumé screening
- Reference checking
- The interview
- Selection criteria

Employee induction/orientation

- Why conduct employee induction
- Planning
- Induction documentation
- Sample induction program

Training and development

- Training and development opportunities
- Learning at work
- Career learning
- Mentoring
- The benefits of mentoring
- The benefits for the mentee
- Successful mentors
- The mentor-mentee match up
- Mentor and mentee selection criteria

Delegation

- General principles of delegation
- Misconceptions about delegation
- Benefits of delegation
- The roles of the delegator
- The characteristics of good delegators
- The characteristics of poor delegators
- Excuses for not delegating
- The delegation process
- Choosing a delegate
- What to delegate

Motivation

- Motivating self and others
- Motivation
- The motivation process
- Motivational theory
- Motivating employees
- Tips for employee motivation
- Common ways to influence motivation
- Management intervention that fosters motivation
- Non-financial motivators

Coordination and direction

- Effective leadership
- Facilitation vs control

Expectation management

- Setting expectations
- Managing employee expectations

Measuring results/managing performance

- Performance management objectives
- Performance management methods
- Which method?
- Interacting on results, taking corrective action, reward and discipline



Suite 45 / 574 Plummer Street
Port Melbourne Victoria 3207

+613 9676 9211 T
+613 9676 2499 F

admin@learningverve.com.au E
www.learningverve.com.au W

ACN 104 624 919
ABN 62 104 624 919