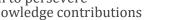
50 IMPORTANT TACTICS FOR PERFORMANCE **ENHANCEMENT**

Training Content

The Objectives of this training is to make you aware of:

- ✓ Set your service standards
- ✓ Hire the right people
- ✓ Monitor performance
- ✓ Detect where the pitfalls are
- ✓ Think Iceberg
- Understand market expectations
- ✓ Revisit job design
- Make clear job descriptions
- \checkmark
- Diagnose poor performance Take ownership of the problem
- Qualify and seek important information
- Kill competition \checkmark
- ✓ Grab the right opportunity
- Discuss Possible Solutions \checkmark
- \checkmark Prioritize
- ✓ Continuously improve your process
- ✓ Change negative thinking patterns
- ✓ Develop a 'Can do' attitude
 ✓ Plan for enhanced performance
- Set interim milestones
- \checkmark Establish team rules
- \checkmark Abolish absenteeism
- **Use Performance Appraisals**
- Know their personal dreams
- Adopt Career Paths
- Avoid distractions
- Set your goals
- ✓ Improve Skills
- ✓ Encourage innovation
- ✓ Give them the right tools
- Empower your employees
- Delegate Effectively
- Know how to keep people motivated \checkmark
- Add the fun factor
- ✓ Forget perfection
- ✓ Tune up the workplace
- Accept that mistakes will happen
 Cultivate a culture of continuous learning
- ✓ Practice what you preach
- ✓ Save and share lessons learned
- ✓ Retrain
- ✓ Reposition
- Refit
- Involve them in meetings
- Encourage communication
 - Observe and react
 - Provide meaningful feedback
 - Release
 - Learn to persevere
 - Acknowledge contributions \checkmark





Also included : Instructor's Guide with 5 Training **Activities Plus Learner's Booklet!**

TRAINER'S BOX®

www.trainersbox.net For General & Technical Questions email us at: helpdesk@trainersbox.net

