

USING MOTIVATION AND DISCIPLINE TO MANAGE SUCCESSFULLY

COURSE DESCRIPTION:

*This course uses the skills from the book *The One Minute Manager* to help participants learn to better manage and motivate others. This course will also explore effective disciplinary practices and procedures. Through class activities, participants will evaluate the feedback techniques that they use and learn to improve them in order to help others on their team be more productive.*

This workshop is an optional course for Roads Scholar and is worth six professional development hours.

INSTRUCTOR: MICHAEL A. KING

Michael A. King earned his degree in Sociology and Criminology from Murray State University. He has spent his career in the design, development, delivery, and evaluation of training for government and private sector organizations since 1980. He has conducted workshops for the Kentucky Transportation Center since 1990.

AGENDA

Introduction and Class Overview

Activity – The Management Process

One Minute Goal Setting and Prioritizing for Yourself and Your Employees

Break

Discipline: The Correct Way of Correcting

Activity – The Nickle Tip Situation – How Effective is Your Discipline?

Activity – The Margie Johnson Story – Different Supervisor Reactions to the Same Problem

Planning Guide for the One Minute Reprimand

Lunch

Factors Which Motivate Subordinates

One Minute Praising Planning Guide

Break and Evaluations

Developing Career and Life Strategies using a Game Plan

Action Plan – How will You Put to Use What You Have Learned?

Certificates