



VITAL LEARNING™

IMPROVING WORK HABITS™

You have a bright, young team, but some members are new to the work environment. How can you put them on the right track without rehearsing the entire employee manual?



Some people have great work habits. Others, however, require intervention to rehabilitate poor work habits. Left unaddressed, poor work habits can lead team members to assume that such behavior is acceptable. Discussing concerns such as absenteeism, foul language, and dress and grooming habits can certainly be difficult, but such discussions are a necessary part of leading a team. Correcting work habits requires careful attention and skill, so supervisors, team leaders and managers must learn how to maintain a team member's self-respect during these discussions so the employee doesn't feel alienated.

GOOD WORK HABITS BRING SUCCESS

Employees with good work habits are more successful in their careers, and they are more productive and attentive to quality than employees with poor work habits. For some, good work habits come naturally. Others, however, easily slip into poor work habits and need a manager or team leader's intervention. These discussions are rarely easy; however with careful planning, they can go smoothly and yield a positive outcome.

The Vital Learning Improving Work Habits™ program provides supervisors, team leaders and managers with the tools necessary to recognize and address poor work habits, even those of successful, productive team members. By focusing on the negative behavior and winning an individual's recognition of the problem and commitment to change, the manager or team leader can effectively address issues

before they develop into disciplinary problems that affect everyone on the team.

Improving Work Habits helps managers learn to distinguish between job performance and work habits, recognize poor work habits, and clearly and specifically communicate the nature of the problem. The seminar provides supervisors, team leaders and managers with a process for working with individuals to develop a plan for addressing an issue while maintaining the team member's self-respect and dignity.

Throughout the seminar, supervisors, team leaders and managers review video presentations and case studies, participate in group discussions, practice new skills, and receive immediate feedback. The program provides them with implementation tools, a troubleshooting guide and additional resources to help them apply the skills they have learned on the job.





ESSENTIAL COURSE MATERIALS

Improving Work Habits is available in classroom, online and blended formats to accommodate any organization or type of business. Each seminar includes the following course materials:

Facilitator Guide

- Provides complete instructions about how to conduct the seminar
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD-ROM, which contains a PowerPoint presentation, additional resources, reproducible pages from the facilitator guide and a participant workbook

Participant Workbook

- Provides exercises, forms, skill practice aids and a video synopsis
- Offers a job aids section with tools and resources for applying seminar skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the seminar's skill points

Video

- Presents an introduction followed by a scenario depicting positive use of the program's skill points
- Provides video segments that focus on modeling positive behavior for skill practices
- Offers scenarios for both office and industrial/other settings

ABOUT VITAL LEARNING

Vital Learning's training seminars teach managers, supervisors and team leaders in any industry to use basic human relations skills to motivate and lead their employees with finesse and respect. By improving team leader–team member relations, organizations can improve productivity, enhance employee motivation and retention, and develop employee work habits and potential. Vital Learning's seminars are available as classroom sessions, online sessions, or a combination of classroom and online sessions.

Based in Omaha, Neb., Vital Learning provides seminars based on McGraw-Hill Training Systems, which Vital Learning acquired in 1989. Throughout the past two decades, Vital Learning has worked with industry experts to enhance and develop its training

seminars, bringing an industry-leading product to the marketplace. Let us show you what our products can do for your organization.

Improving Work Habits and Memory Jogger Card are trademarks of Vital Learning.

BENEFITS OF IMPROVING WORK HABITS™

Organizations can offer the seminar in the format that works best for them — classroom, online or blended.

Program is designed for six to 18 participants to complete in four hours.

Seminar participants receive hands-on experience practicing the program's skills and methods.

Participants learn to recognize the difference between job performance and work habits.

Participants learn the difference between addressing a work habit problem and coaching.

Participants learn that unsatisfactory work habits must be handled quickly and effectively, before they require disciplinary action.

Participants learn to clearly and specifically explain the nature of the unsatisfactory work habit, focusing on behaviors rather than attitude.

Participants receive an action plan and learn to use ongoing reviews to help team members improve and demonstrate personal accountability.



FOR PURCHASING INFORMATION

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