

Improving Work Habits

Course Summary

Improving Work Habits 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.

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

Course Materials

Facilitator Guide

- Provides complete instructions about how to conduct the course
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD, 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 course skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the course'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