



HR, Performance & Motivation Management Report

14 – 17 January 2019
Dubai, UAE

Risalat Consultants International LLC

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Introduction

This report has been summarized on a four-day workshop on HR, Performance & Motivation Management, which took place in Best Western Plus Pearl Creek Hotel in Dubai, UAE on 14th, 15th, 16th and 17th of January 2019. The event was organized by **Risalat Consultants International LLC**.

Training Audience

The attendees of the workshop were staff of Human Resources of Afghan Telcom. A total of 5 employees have attended throughout the four days of the HR training / workshop. The following are the attendees:

Hameedullah Karimi

Reein Hassanzoi

Hassina Alam

Arezo Ahmedzai

Ahmad Mukhtar Ikhtyar

Training Delivery

The training was a four day event which was conducted on the 14th, 15th, 16th and 17th of January, 2017.

A pre-test orally has been conducted prior to initiating each topic of the session aiming to provide enough information to the trainees on the basis of prior knowledge and experience. It was on the basis of to know what they knew and what they have learnt.

The session started with a focus on interactive discussion on different aspects of HR, Performance & Motivation Management theory and practice and how to apply on their workplace.

A safety session has been conducted following with an icebreaker exercise. The participants have shown abundant interest in collaborating with each other after this exercise. The training started by explaining the objectives of the training and have requested each participant to share their knowledge of the content of the training. It came to know that none of them have attended such a training but believed that knowledge gained at this program will be of a great significance to them at their workplace since their day to day activities are dealing with tough human beings who are holding various roles.

Additionally, a daily written feedback session were conducted to know what they have learnt and how useful they are going to be in applying in their workplace.

The workshop was conducted with full of physical exercises, games and fun while injecting the theoretical knowledge of the topics. The trainees were kept participative on all the 4-day program. On the final day, there was a post-test with few mathematical exercises in which everyone has done very well. It was made sure on every topic that how they will have to behave and conduct with their employees in real life scenarios and to bring up full potential to develop the whole human resources of their company.

During the entire training session, all the participants, individually, or divided in groups were asked and motivated to work together on various tasks, games, case studies, situation analysis and debates in accordance to the HR, Performance & Motivation Management training program.

Program Introduction

The HR, Performance & Motivation Management training is based on the practical tool for analyzing the current HR practices and what kind of HR practices are best to implement in their workplace so that the company's performance level and efficiency shall improve. The program provides adequate knowledge on major factors that influence human behavior on day to day activities.

It is also a development intervention which aims to provide developing Human resources, training needs, recruitment strategies, developing and modifying employees' performance systems, providing enough healthcare to keep up a healthy population, generating and accepting diversity culture, tactfully criticizing the employees or superiors without insulting or affecting their status, creating a set of psychological principles to bring creativity and motivation in the workplace, setting up performance objectives, linking the training and development with compensation and benefits , performance intervention and appraisals etc.,

The Topics Covered in the Workshop

- HR Development, Careers, TNAs
- Recruitment strategies - Internal Vs external sources of recruitment
- Identifying and Measuring Employee Performance
- Planning and Choosing a Development Approach
- Employee Health and Wellness
- Ethical Behavior & Managing Diversity
- The Art of Giving and Receiving Criticism
- Psychological Principles of Creativity in the Workplace
- Maximizing our Perceptual Ability
- Applying Theories of Motivation in the Workplace
- Concept of people performance management (CPPM)
- Setting Performance Objectives
- The link between culture and performance
- Linking people performance with T&D, C&B

- Individual performance improvement
 - The GROW Model
 - The OUTCOMES Model
 - Developing a Personal Development Plan (PDP)
- Developing Performance Plans, methodologies & tools
- Performance Interventions & Appraisals
- Team Charter & Developing Team Spirit
- Motivation for Excellent Performance
- Understanding and Managing Creative People
- Convergent & Divergent Thinking
- Type & Trait Theories of Human Personality
- Transforming Blocks to Creativity

Workshop Impact

Positive impact of the training program was immediately evident. But the most effective outcome will be visible only when the participants show their courage and apply the lessons learnt un their workplace. On the long run this workshop will provide a great value to the organization.

The chart below shows a comparison of the subjects that they have learnt from this workshop :

Questions	Pre-Test	Post-test
1. HR Training & Development	20%	95%
2. Motivation at the Workplace	30%	95%
3. Ethical Behavior & Managing Diversity	15%	100%
4. Performance Appraisals and its Systems	10%	90%
5. Linking People Performance with T&D and C&B	5%	85%

Workshop Evaluation

It is a norm at Risalat to conduct a comprehensive evaluation of the training programs in order to analyze the problems the trainees may be facing or the issues there may be causing hindrances in the successful execution of the workshop. It also helps improve the quality of future programs and deliver workshops that meet higher quality standards.

We believe in continuous improvement of our programs and an evaluation which benefits not only future program, but also current program. For this purpose, a daily evaluation was conducted in order to identify any issues the trainees may be having which need to be resolved for the next days.

A summary of the responses for the end of the program comprehensive evaluation is provided below:

Overall quality assessment	90%
Materials quality	90%
Future benefits of the program	95%
Practical tasks quality	90%
Ideas and tools quality	90%
Quality of the trainer	95%
Quality of training facility	95%
Training was value for the money	100%



Some Photos of the Program



