



# Improving Work Habits

***"I have a smart, young team, and some of them are new to the work environment. How do I cover some of the organization's rules and regulations without quoting the entire HR Policy Manual?"***

While not an issue for some people, poor work habits are a major cause of disciplinary action. Left unaddressed, poor work habits can lead team members to assume that the behavior is acceptable, and that can become a critical management issue. Discussing such concerns as absenteeism, language issues, and dress and grooming habits can be a difficult but necessary part of leading a team. And just like others aspects of team leadership, correcting work habits that need improvement requires careful attention and skill.

## Impact

***Leaders will be able to:***

***Recognize*** the difference between job performance and work habits. Leaders will understand that a work habits discussion is not coaching and ***will develop different skills*** for successful resolution.

***Understand*** that unsatisfactory work habits must be dealt with quickly and effectively before they require disciplinary action.

***Explain*** clearly and specifically the nature of the team member's unsatisfactory work habit while focusing on behaviors rather than attitude, ***and maintaining the self-esteem of the team member***

***Use an action plan and ongoing reviews*** to help team members improve work

For over 20 years, we've helped thousands of organizations equip managers with the tools they need to succeed. Our experience has proven that management skill level, like the ability to successfully improve work habits, has a direct impact on business results. Leaders who address their team members' work habits issues develop more successful business units and ultimately have a positive impact on productivity and profitability.

**Improving Work Habits** provides the tools necessary to recognize and to address poor work habits – even those of a team member who may be successful in his or her job. By focusing on the negative behavior and gaining the individual's acceptance and commitment to change, the leader can effectively address the issue before it develops into a disciplinary problem for everyone on the team.

## Program Description

**Improving Work Habits** helps leaders learn to clearly and specifically communicate the nature of the problem. It provides a process for working with the individual to develop a plan for addressing the issue while maintaining self-esteem. Throughout the workshop participants will review video presentations and case studies, participate in group discussions, practice new skills, and receive immediate feedback. Participants leave the workshop with implementation tools, troubleshooting guides, and additional resources to help them apply the skills they have learned on the job. The 4-hour workshop is designed for 6–15 participants and develops the skills to:

- Distinguish Between Job Performance and Work Habits
- Recognize Work Habit Problems
- Address Work Habit Problems

## Course Materials

### Facilitator Guide

- Complete instructions on how to conduct the workshop.
- Explanatory text for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes.
- Facilitator Resource CD-ROM containing PowerPoint presentation, additional resources, and reproducible pages from the facilitator guide as well as entire participant workbook.

### Participant Workbook

- Exercises, forms, skill practice aids, and a video synopsis.
- Job Aids section with tools and resources for applying the skills learned in the workshop.
- Memory Jogger Card providing a handy reminder of the workshop's skill points.

### Video (VHS or DVD)

- Introduction followed by a scenario displaying positive use of the skill points discussed in the program.
- Video segments focusing on modeling positive behaviors for skill practices.
- Scenarios in both office and industrial settings.

## About our Publisher

Vital Learning's award winning programs have successfully helped organizations develop supervisors, leaders and front-line managers for over 20 years. The Vital Learning Leadership Series offers the most comprehensive and practical curriculum for building the management skill set required by 21<sup>st</sup> century managers.

Our customers tell us that this training really works because it enables the changes in management behavior that drive improved business results. We can help you take the first step toward creating successful managers and more productive and profitable teams.

## About Professional Development Associates

Professional Development Associates has consultants, facilitators and trainers throughout the country to meet your needs, most with more than 20 years of experience in delivering high-quality training and providing a full range of professional OD/training services.

We have built our business by ensuring our clients receive the best value...the elusive "Best Bang for the Buck" services and products available...period. Our trainers make the programs come alive...and we can help your trainers do the same thing. We provide you with world-class materials or training or trainers (or all three) which will maximize measurable changes in behavior. And we "walk the talk" with superb customer service.