***Attn: HR Manager/Training Dept Head***

*NSMS SEMINARS AND MANAGEMENT SERVICES*

*Tel: (02) 543-8312 Tel/Fax: 931-1263  Mobile: 0929-5622185*

*Cordially invites you to attend the seminar workshop on*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**TEAM BUILDING WORKSHOP**

Team building is a process that develops cooperation and teamwork within a work unit. To constitute an effective team, its members must share a common goal, have respect for each other, and be motivated to use the strengths of each member to achieve their objectives. Current corporate philosophy stresses that each member of a team plays an integral part in the success of the company.

**Module 1:**

**POSITIVE WORK ATTITUDE**

Dates/Venue (Choose one, the most convenient to you) (Time: 8:30-5:00pm)

November 15/18/25/26 December 4/ 9/16/22

**Tiara Oriental Hotel**, Malugay St. Makati City

**General Objectives:**

* Provide an opportunity for participants to evaluate their outlook and attitudes.
* Suggest techniques for breaking bad habits.
* Offer tactics for remaining positive in the workplace.

**Specific Objectives:**

At the end of the program, participants should be able to:

* Identify behaviors that create negative environment.
* Describe how to break habits that contribute to negativity.
* Explain how to influence others to be more positive.
* Choose positive language.
* Identify actions they can take alone and with others to encourage optimism.

**COURSE OUTLINE:**

**A.     Am I Negative?:  Behaviors That Define Me.**

**B.     I’ve Always Been This Way: Breaking Bad Habits.**

**C.     One Rock at a Time:  How to Move Mountains**

**D.     Talking on Sunshine:  Choosing Positive Internal and External Language**

**E.      The Big Picture:  What Organizations Can Do**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Module 2:**

**EMPLOYEE MOTIVATION**

 Dates/Venue (Choose one, the most convenient to you) (Time: 8:30-5:00pm)

 November 14/19/26/27 December 5/10/17/28

**Tiara Oriental Hotel,** Malugay St. Makati City

Employees who feel they are valued and recognized for the work they do are more motivated, responsible, and productive than those who don’t.  This seminar will help participants create a more dynamic, loyal and energized workforce.  It is designed to help them understand what employees want and provide a starting point for getting the most out of people.

**General Objectives:**

* Address the elements that contributes to a positive work environment
* Help participants target specific actions they can take to set the stage for employees to  achieve success.

**Specific Objectives:**

At the end of the session, the participants should be able to:

* Define motivation and articulate how it impacts performance.
* Explain motivational theories and how to apply them in the workplace.
* Describe the meaning of the carrot, the whip, and the plant.
* Explain how fear and desire affect employee motivation.
* Incorporate techniques to create a motivational climate.

**COURSE OUTLINE:**

**1.      What is Motivation?**

**2.      Motivational Theories**

**3.      The Role of Values**

**4.      Creating a Motivational Climate**

**5.      A Motivational Checklist**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Module 3:**

**TEAMWORK, OWNERSHIP AND SELF-ACCOUNTABILITY**

 Dates/Venue (Choose one, the most convenient to you) (Time: 8:30-5:00pm)

 November 13/17/28 December 6/11/18/29

**Tiara Oriental Hotel**, Malugay St. Makati City

**COURSE OUTLINE:**

**1.         Elements of Teamwork in the workplace**

* Collaboration
* Conflict Resolution
* Roles and Responsibilities
* Differing Points of View

**2.         Ownership and Self-Accountability**

* Are your actions creating a culture of accountability?
* Do your employees feel a sense of ownership in your shared efforts?
* Are your employees empowered to help your organization succeed?
* Are problems treated as an opportunity for learning and growth?

**3.         Leadership Tips to Create Greater Accountability in Your Organization**

* Problems arising from lack of accountability
* Cascading accountability
* Craving accountability but being afraid of it at the same time.
* Micromanaging that hinders accountability
* Accountability requirements:  measurement, follow-up and consequences
* Steps to Creating Greater Accountability

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resource Speaker :  Professional Lecture /Management Consultant

**Seminar Fee P7,000.00**/head per module  Includes course instruction Materials, Snack , Lunch & Certificates

Five (5) or more participant for each module can Avail 50% discount

Check payable to **NSMS SEMINARS AND MANAGEMENT SERVICES**

For Reservation Please call Tel: Mr. Rowel Dizon

**(02)543-8312 Fax (02)428-4873: CP 0929-5622185/ 09156563114**

(Please accomplish the attached registration form and send to nsms\_central12@yahoo.com; [nsms\_headoffice@yahoo.com](mailto:nsms_headoffice@yahoo.com))

**WE OFFER IN-HOUSE SEMINAR**

**----METRO MANILA**-**----**

(Participants 2-5 = P15,000) (Participants 6-10 = P20,000) (Participants11-15 = P25,000)  (Participants 16-20 = P30,000)

(Participants 21-25 = P35,000) (Participants 26-30 = P40,000) (Participants 31-40 = P45,000) (Participants 41-50 = P50,000)

.

**NSMS SEMINARS AND MANAGEMENT SERVICES** is dedicated to provide quality training and continuous development of modules suited to the needs of the clients. Our **Trainers** are ones of the best in their specialized skills and constantly updated with the required training necessary to deliver excellent result.

This Email (and any attachment/s) is confidential and for viewing only by the intended recipient/s.  If you received this in error, please notify us immediately and delete all copies. Any unauthorized access to review, reproduce, disseminate or other use of information contained herein is strictly prohibited.  NSMS SEMINARS AND MANAGEMENT SERVICES does not guarantee the security of any information electronically transmitted. NSMS shall  not be held liable for the improper and incomplete transmission of the information contained In this email nor for any delay in its receipt. The use of email for any unlawful purpose or for any purpose other than permitted by NSMS is strictly prohibited. Opinions, conclusions and statements of the sender are not necessarily given, endorsed, espoused or expressed by NSMS