

EFFECTIVE STAFF DEVELOPMENT

Improve Your Overall Effectiveness and Performance

ONE: Attitude is Everything!

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Habits of Action
Thought Management

FOUR: Measuring Performance

Production and Performance
Methods of Measurement
Using Your Potential
Your Opportunity for Achievement

TWO: Your Role in the Organization

Your Need for Fulfillment
What is a Team?
Job Expectations
Emotional Maturity
“Blind Spots”
Your Role in the Organization

FIVE: Job Satisfaction

Workplace Expectations
Attitude and Work Environment
Four Action Steps
What’s in it For You?
S.M.A.R.T. Goals

THREE: Effective Communication

Improving Your Ability to Communicate
Essentials of Good Communication
Toward Shared Understanding
Take Responsibility for Improving Your
Communication
The Rewards of Communicating Effectively