

## Managing Team Performance (vLearn Programme)

CONNECTION TECHNOLOGY 裝備未來  
**FUTURE SKILLS**

**vLearn**  
HKPC Virtual Learning

People are the most valuable assets in an organization. It is a great treasure to have skilful and knowledgeable staff in your team, therefore **managing team performance effectively would be crucial to your business success.**

Managing team performance with the correct methods and approaches could ensure your team is **proceeding to the correct direction.** With the right person in the right place, as a leader of a team, you would need the **appropriate skills and mindset to manage and communicate with team members** of different characteristics and personalities, which to **maintain your team's morale and motivate your team members to achieve set goals and targets.**

Join this programme now to learn all these crucial skills and techniques to **enhance your team performance!**

Programme Code	10015623-06
Programme Duration	Minimum 60 minutes divided into several learning sessions (Valid for 1 Year)
Platform	HKPC Academy vLearn
Medium	Cantonese with English and Chinese subtitles
Course Fee	HK\$380
Certificate Award	A Certificate of Accomplishment will be awarded to participants who have completed the course

### Programme Objectives

- How to form a high-performing team
- How to manage team performance

### Learning Outcomes

- Establish clear goals
- Assign right people using appropriate approach
- Manage team proactively

### Target Audience

**Leaders of all roles and industries**, no matter you are a manager in an office, a supervisor in hotels or restaurants, or an inspector from disciplined services, if you seek to gain useful skills and techniques to manage your team and enhance performance, this programme will suit your needs.

## Course Outline

1. Set Goals with Your Team
  - Translating Key Performance Indicator (KPI) into SMART Goals
2. Put the Right Person in the Right Place
  - Myers Briggs Type Indicator
3. Manage Different Colleagues with Different Methods
  - Skill/ Will Matrix
  - Factors affecting motivation
4. Give Them Correct Feedback
  - Types of feedback and what to feedback
  - Growth mindset

## Trainer Profile – Catherine WONG

Catherine WONG is a professional leadership learning facilitator, with focus on communicating with internal and external stakeholders. Ms WONG has started to be a professional trainer and served clients from different levels – from middle managers to C-suite executives on topics related to leadership, communication and influencing. Ms WONG stresses the importance of mindset and behavioral change when training her clients. The courses she designs aim for both skill development and knowledge retention after the programme.

Ms WONG has worked with a diverse clientele throughout her career – including MNCs, local companies, government department and NGOs. She is an accredited practitioner of the Myers-Briggs Type Indicator® Step I & II: and Accredited Certified Coach of the International Coach Federation: a certified facilitator for Kegan’s “Immunity to Change” and John Maxwell’s “Laws of Teamwork” and “Developing the Leader with You”.

## Enrolment Method

1. Scan the QR code to complete the enrolment and payment online.  
OR
2. Mail the crossed cheque with payee name “Hong Kong Productivity Council” (in HK dollar) and the application form should be mailed to HKPC Academy, Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Mr Bosco LAU). Please indicate the course name and course code on the back of the cheque and envelope.



[Enrolment form can be downloaded at  
<https://www.hkpcacademy.org/enrollment/>]

<http://u.hkpc.org/aRz>