

Managing Team Performance (vLearn Programme)

CONNECTION TECHNOLOGY 裝備未來
FUTURESKILLS

vLearn
HKPC Virtual Learning

Effectively managing team performance is key to ensuring your team is on the right path. As a leader, you need the right skills and mindset to communicate with team members of diverse personalities, maintaining morale and motivating everyone to achieve their goals.

This program provides valuable skills and techniques to enhance your team management and boost overall performance.

Programme Code	10017004-03
Programme Duration	Around 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

*Only English version of Certificate of Accomplishment is provided

Programme Objectives

- Learn how to build a high-performing team
- Develop proactive strategies for team management
- Understand techniques for effective team performance management

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 Terence LUEN). 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/bwc>