

MaST Namibia

Management and Skills Training
8 LOTZ STREET, KLEIN WINDHOEK
PO BOX 11775, KLEIN WINDHOEK, NAMIBIA
TEL: 081 124 7197, TEL: 081 305 8452
E-Mail: mast-nam@iafrica.com.na

Personal Growth & Motivation

Re: COURSE OUTLINE FOR THE FOLLOWING WORKSHOP

- **Personal Growth and Motivation**
- **Proposed Date: 15 November 2023**
- **Venue: Still to be confirmed**
- **Facilitator: Hawie Engels**
- **Cost: N\$1 965.00 per person (VAT excluded)**

It is with pleasure that I submit the following course outline to you.

Personal Growth & Motivation

Training workshop objectives:

- To become aware of personal motivators
- To learn to live by internal locus of control
- To learn how to set attainable objectives
- To gain an understanding of motivational theories
- To learn ways in which to assist colleagues to become motivated

COURSE CONTENT

1. OPTIMIZING YOUR PERSONAL GROWTH

1.1 Characteristics of reactions and behaviours indicative of an external locus of control

1.2 Characteristics of reactions and behaviours indicative of an internal locus of control

1.3 Be in charge of your locus of control

1.3.1 Develop yourself awareness

1.3.2 Learn the skill of self-control

1.3.3 Become self-motivated

1.3.3.1 How can you become a self-starter?

1.3.3.2 How can you become a positive thinker?

1.3.3.3 How can you build your self-confidence?

1.3.4 Show empathy

1.3.5 Develop and encourage effective relationships

2. ASSISTING COLLEAGUES TO OPTIMISE THEIR PERSONAL GROWTH

2.1 Theories of motivation

2.1.1 Theories of motivation

2.1.2 Maslow's hierarchy of needs

2.1.2 Herzberg's two factor theory

2.1.2.1 Motivator factors increase job satisfaction

2.1.2.2 Hygiene factors are those whose absence can create job satisfaction

2.1.3 Mc Gregor's theory X & Y

2.1.3.1 Theory X assumptions

2.1.3.2 Theory Y assumptions

2.1.4 McClellan's three needs theory

2.1.4.1 Need for achievement

2.1.4.2 Need for power

2.1.4.3 Need for affiliation

2.1.5 Stacey Adam's goal setting and equity theories

2.1.6 Vroom's expectancy theory

Expected outcomes from attending this training workshop:

- Participants to be more aware of personal responsibility in terms of their own growth and development.
- Team members being aware of how to determine each other's needs and assist each other to satisfy these needs.

DURATION: 8 Hours (One day)

Should you have any queries or require further information, please do not hesitate to contact me.

Kind regards

Karien Engels

(Manager MaST Namibia)