



<p><b>1. What is Motivation and Staff Engagement</b> - Driving force that prompts or incites an action</p> <p><b>2. Supervision and Engagement</b> -The Carrot, the Whip, and the Plant</p> <p><b>3. Motivation Factors</b> -Maslow's &amp; Herzberg's Motivational Needs -Power of Fear and Desire</p> <p><b>4. SMART Goal Setting</b> -The power of Goal (Specific, Measurable, Attainable, Relevant and Timed) -How to make the goals personal and positive</p>	<p><b>5. The Role of Values</b> -What do we value in work? -Engaged vs non-engaged</p> <p><b>6. Creating a Motivational and Engaging Climate</b> -Praising, giving positive feedback, congratulating people -Should we, as a supervisor, praise mediocre work?</p> <p><b>7. Situational Analysis and Designing Motivating Jobs</b> -Techniques for job design/redesign -Job rotation / Job enlargement / Job enrichment</p> <p><b>8. Motivational Checklist</b> (celebrate successes)</p>
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**Target Audience**

Supervisors, Team Leaders and Managers who need to engage workforce in different generations or anyone who are interested in this course

**Medium of Instruction**

Cantonese ( Materials in English or Chinese)

**Venue**

335 341 11  
Alameda Dr. Carlos D' Assumpção 335-341, Hotline Centre, 11/F, Macau

**Venue**

Avenida Wai Long, Taipa, Macau

**Course Date & Time**

Course code 1710260437-0	12 & 19 May 2018	Sat 09:00-13:30	9 Total 9 hours
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**Tuition Fee** MOP 1,980

**Class Size** 10 people

**\* Enrollment Notes \***

(9:00 - 20:00) (9:00 - 13:00) [ ]

**Operation hours: Monday to Friday (9:00 – 20:00) ; Saturday (9:00 - 13:00) [Close at Public Holidays]**

1. <https://coes-stud.scs.must.edu.mo/oasc/PersonalInfo.do>

QR Code < >

For those who enroll for our courses for the first time, please go to <https://coes-stud.scs.must.edu.mo/oasc/PersonalInfo.do> or scan the QR Code below, choose the category of <Other Personal Services>, and input personal information (no need to upload ID copy). After registration online successfully, please come to our school to make payment. You should bring along with your ID card and copy.

2. / “ ” “SCHOOL OF CONTINUING STUDIES

MACAU UNIV. OF SCIENCE AND TECHNOLOGY”

/ 5,000

Tuition fee and materials fee (if any) should be paid by cash or by cheque/Cashier Order (Please make payable to “SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY”). **Cash is accepted for payment of not more than MOP5,000.**

3. All payment made is not refundable (except that the course is cancelled by the School) or transferable.
4. The School reserves the right to cancel or postpone the courses if minimum class size is not reached.

**Enquiries**

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