

Enhancing Morale - Training Point Leadership Series 2

Leader's Guide by:
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Produced by Training Point
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DVD © Training Point



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Introduction for Facilitators

The *Leadership* series of DVDs and training materials provide a framework for identifying and discussing important leadership traits, for becoming aware of the ways these can be utilised in organisations, and for assisting people at all levels to develop and enhance their leadership potential.

For well over a decade now, leadership qualities and skills have been seen as essential to the success of an organisation. However, all leaders are different, and many leadership traits are embedded in other personal qualities and skills, so identifying the elements that make a leader can be difficult. Also, it is not just the traits of a leader that are important, but how these work in combination.

The *Leadership* series investigates leadership traits and how these are manifested. This DVD and training program, entitled *Enhancing Morale*, investigates the link between workplace culture and morale, and the role that leaders play in creating and maintaining morale within their organisations.

The leader's guide contains activities that relate to the three stages of the DVD, or for a shorter program, the DVD can be presented in its entirety with pre- and post-viewing activities. As indicated, this program is just one in the *Leadership* series. Other titles in the series can be accessed and used for training purposes independently, or in a series that facilitates a comprehensive leadership training program.

Who will benefit from the program?

- Managers and team leaders and those aspiring to these roles
- Human resources practitioners responsible for recruiting, developing and retaining staff
- Learning and development personnel who are developing leadership programs
- Decision makers
- Anyone who needs to interact with others within and/or outside their organisation

DVD timeline

00.00 Introduction

03.35 Summary 1

07.22 Summary 2

11.38 Summary 3

12.13 Credits

Background Information – Enhancing Morale

Morale is embedded into every workplace, and it has an all-pervasive effect on how those within it get on together and do their jobs; but it is not always obvious or easy to explain. More typically, a dysfunctional workplace will be described as having low morale; but it is equally important that a high-functioning workplace recognises the contribution that positive energy and high morale makes towards its success.

A positive workplace culture is essential for the long-term viability of any organisation. This extends beyond the policies and structures, to everyday work practices and the way the people within it interact.

Leaders play an integral role in the morale of their workplace. They can minimise problems and issues that cause morale to drop. They can provide consistency, support and focus during periods of organisational change. Some of the ways they do this are:

- leading by example and developing trust through the words and actions they use to demonstrate the qualities and attributes they wish to engender
- setting clear, achievable and measurable performance goals for individuals and departments
- providing regular training and development opportunities for staff
- ensuring that equal employment opportunities apply to all employees, including fair and transparent recruitment and promotion practices
- providing staff with appropriate resources to enable them to do their jobs
- recognising and rewarding achievements (both formally and informally)
- being open and honest in spoken and written communication

Today's workplaces are diverse and varied, ranging from two employees to 20,000 or more, working in single or multiple locations, including home offices and virtual space. This creates a number of challenges for leaders who must manage across generations, cultural groups and even across continents.

This DVD and training program will assist leaders and others to identify current and potential issues and to create practical steps to develop a positive workplace culture that engenders good morale.

Program Outline: Program 1: 2.5 hours

Phase 1: Session Starter (30 mins)

Activities
Workbook

Phase 2: The Links between Morale and Workplace Culture (45 mins)

DVD
Group work or discussion
Workbook

Phase 3: Building Morale through Modelling (30 mins)

DVD
Discussion
Workbook

Phase 4: Strategies for Building and Enhancing Morale (45 mins)

DVD
Discussion
Workbook

Program Outline: Program 2: 1 hour

Phase 1: Session Starter (10 mins)

Phase 2: Building Morale (20 mins)

Phase 3: Strategies for Building and Enhancing Morale (30 mins)

This is a sample only.

To preview Leader's Guide and Workbook in full, phone 1800 141 510.