



NMBA Capacity Building Program

Online Training Course
on
BOOSTING STAFF MORALE AND PRODUCTIVITY
17-19 Bhadra 2077

Overview

The training is a three-day online participatory, interactive and motivational program, which is designed to develop the insight into the magnitude of the natural consequences of the unprecedented global crisis (COVID-19) and support employees improve their mental health and morale as well as adjust to the situations caused by the COVID-19 and proceed as normal.

This training will boost the morale and productivity of each participant by addressing their doubts, anxiety and concerns as well as opening their minds to challenges and changes of the contemporary world through lively learning sessions and engaging style presentations by experienced resource persons.

In brief, this training will guide staff on how to **ENHANCE THEIR PSYCHOLOGICAL SAFETY, BALANCE THEIR WORK LIVES WITH THE PERSONAL LIVES and BOOST THEIR PRODUCTIVITY.**

Benefits

Upon successful participation, participants will:

- Be aware of the challenges caused by the unprecedented global crisis(COVID-19)
- Be equipped with the novel ideas and techniques to apply while performing office responsibilities
- Have realized their individual strengths to overcome the challenges of the changed contexts
- Be exposed to exemplary cases through demonstrations or videos
- Be motivated to proceed as normal and contribute productively

Course Modules

DAY ONE	
Module 1: Concerns of the Employees <ul style="list-style-type: none"> • Individual Concerns • Personal Situations • Financial Wellbeing • Physical Wellbeing • Psychological Wellbeing • Right Responses 	Module 2: Challenges and Changes amid COVID-19 <ul style="list-style-type: none"> • Trends of The Ever-changing World • Characteristics of Challenges • Shifts in Work and Relationships • Must-have Strategies • Organizational Priorities
DAY TWO	
Module 3: Skilling, Upskilling and Reskilling the Workforce <ul style="list-style-type: none"> • Universal Skills for Work • Digital and Cognitive Capabilities • Social and Emotional Skills • The Skills for Tomorrow 	Module 4: Employee Engagement <ul style="list-style-type: none"> • Trust, Freedom and Authority • Factors of Employee Happiness • Engagement Design • Professional Growth Opportunity • 3 P's of Employee Engagement



DAY THREE	
Module 5: Communication and Coordination <ul style="list-style-type: none">• Internal and External Communication Plan• Education and Awareness on the Fear and the Facts of COVID-19• Proactive Communication• Morale Building Efforts• Response Mechanism	Module 6: Actionable Steps to Boost Productivity <ul style="list-style-type: none">• Categorization of Functions• Orientation on Standard Operating Procedures• Update, Reporting and Feedback• Performance Cycle Meetings• Etiquette for Working from Home• Self-appraisals Check-list

Methodology

KNOW-DO-BE approach of the training methodology will be applied, which is based on KSA theory and emphasize on the learning activities that enables the participants in bringing changes in their skills. The training session begins with developing the conceptual understanding of the participants, progresses with engaging them in different learning activities and ends with imparting expected changes in them. For this, one of the best globally appreciated teaching methodologies (3 P's) – Presentation (interaction, demonstration etc.) Practice (presentation, role playing etc.), and Prescription (personalized recommendation, generalized feedback etc.) will be applied. The training activities will be focused on real life needs of the participants, which will undoubtedly result in accomplishment of desired efficiency required for workplaces.

Training Design/Delivery

This training has been designed to be delivered through online sessions using ZOOM platform by the seasoned resource persons from:



तालिम अंग्रेजी तथा नेपाली दुबै भाषामा संचालन गरिनेछ ।

Materials/Certification

Soft copy of learning materials will be provided to the participants for their reference and further practice. Upon completion of the training, participants will be awarded with a Certificate of Completion.

Training Fee

NPR 8,000 (Eight Thousand only) per participant – Female participants will be offered a 10% discount.

Registration

Please submit the filled-in registration form (attached) to the following address by **14 Bhadra 2077**:

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