



# Award in English for Staff Motivation Training

★ MQF/EQF Level 5

★ Course Start Date: 22nd July 2024

## Our Mission & Values

### EXCELLENCE

Excellence is the hallmark of all Ascencia Malta's educational programmes. Our programmes are homegrown, officially accredited by the Malta Further and Higher Education Authority, and designed to put our learners at the centre of their learning. We recruit from among the most talented professionals on the island to give our learners the benefit of first-hand industry experience combined with leading-edge pedagogies.

### ACCESSIBILITY

We strive to ensure that Ascencia Malta is an open to youths from all walks of life who might aspire to take their academic or professional careers to the next level. We prioritise dedication and ambition far above background or origins, as we believe these qualities drive personal growth and shape the leaders of the future.

### LEARNER-CENTREDNESS

To ensure that the ambitions of each individual are not only recognised but celebrated, we are proud to afford our learners individual attention in the classroom. Here, they will find training courses founded on participatory pedagogies and based on the value of concrete examples, real-world engagement, and constant exchange between learners and practitioners. Outside the classroom, we follow learners' progress closely and they know that our doors are open at any time for them to come and present their dream projects or to seek our practical advice.

## Why Malta as a study destination

1. **Cultural Immersion** in a vibrant Mediterranean context
2. **Proficiency in the English language**, one of Malta's two native languages
3. **Globally Recognised Quality Education** with unbeatable affordability
4. **Travel and Leisure**, an ideal staycation and a base for exploring the rest of Europe
5. **International Networking** inside a truly global community of students, professionals, and entrepreneurs
6. **Business-Friendly Environment** in a country that actively promotes innovation, entrepreneurship, and emerging industries
7. **Career Prospects** thanks to employers who value versatility and agility
8. **Personal Growth**, self-discovery and independence as the side-effects of the study-abroad experience

AWARD TITLE	STUDY-UNITS COVERED	NUMBER OF ECTS	TOTAL DURATION OF AWARD	TOTAL HOURS OF LESSONS	TOTAL HOURS OF TUTORIALS/ WORKSHOPS	TOTAL SELF-STUDY HOURS
Award in English for Staff Motivation Training	<ul style="list-style-type: none"> <li>• Motivational Training</li> <li>• I Can't Get No (Job) Satisfaction</li> </ul>	2 ECTS	4 Weeks (full-time, consecutive)	40 Hours	2 Hours	3 Hours

## Description

Crack the role of motivation in achieving business objectives. If you are a leader, learn how you can motivate, inspire, and engage employees to decrease recruitment costs, increase productivity, and drive growth. Distinguish the factors that influence motivation. Stop underestimating the importance of creating a positive organisational culture favourable to innovation and initiative, and of building and maintaining effective relationships. Get ideas to address low morale, lack of engagement, and resistance to change, and devise strategies to overcome these obstacles. Acquire the necessary language to encourage, incentivise, unify, and where necessary, exert pressure for things to be done. If you are an employee, begin to describe effectively how your job makes you feel and identify those factors that affect their your job satisfaction. Communicate your personal values and interests, seek feedback and professional development opportunities, maintain a positive attitude towards work, and curate your workplace relationships through language.

## What will I be able to do after this Award?

### SPEAKING

- o Justify your reasons for a position like "it's important to have a staff training budget"
- o Plan a training budget based on a combination of solutions and present the arguments in favour of this combination to the class
- o Have an exchange about the kind of motivational training an intercultural working group with different attitudes to hierarchy, seniority and status, and individualisation might need
- o Adopt different approaches to motivation while roleplaying a manager and an employee in a variety of situations
- o Play a variation of "Guess Who" to find out about a company that your partner has been briefed about
- o Simulate making cold calls and persuade potential prospective recruits to leave their current job
- o Structure a voice message to leave on an answering machine or on voice-note supporting social media
- o Lay out general protocols that you would like to see followed during online conference calls
- o Work from an e-mailed meeting agenda to take decisions and structure the same questions in different ways throughout the meeting to keep colleagues on-task

### LISTENING

- o Predict the message of a phone call, understand the gist of the message without taking notes, and manage the call with conventional phrases
- o Identify different approaches to motivation by listening to a trainer and then to four authentic dialogues and to hear specific phrases corresponding to each approach
- o Retrieve specific words and phrases from a cold call and classify them by their conversational functions

### READING

- o Plan which courses to take to fill one's skill gaps or to make available to one's employees by reading course outlines
- o Handle considerably technical language in the areas of training, oration, drama for gist & practice navigating past challenges posed by unknown words
- o Analyse an extract from a Shakespearian monologue and accompanying notes, to speculate about what managers could learn from powerful speeches
- o Read surveys & articles from The Sunday Times, a brief & an extract from a report to prepare oral responses about job satisfaction & staff retention

### VOCABULARY & ACCURACY

- o Building new words using prefixes and suffixes to change the meaning of the word or to make it negative
- o Get a complete picture of all the types of clause, their uses, and signal words
- o Maximise all your discursive options with finer control
- o Review and understand all the passive forms in English

### WRITING

- o E-mail your HR manager asking for permission to attend a training course and justifying your choice
- o Assemble a report on employee satisfaction including a variety of tenses in the passive from a set of notes
- o Learn strategies to make your writing sound more factual and less subjective
- o Draft a set of guidelines on behalf of the HR Department regarding appropriate relationships at work to be discussed at a future board meeting
- o Prepare a short handbook for use in online calls that specifically address the typical communication problems on these platforms