

## Managing People: An Introduction Course Outline (Two days)



**Being able to manage people effectively isn't a talent you are born with.** To do it well, you need a complex set of skills including understanding others and being able to motivate, support and gain trust; being self aware and knowing what it is like to be on the end of you; being able to explain the tasks and keep everyone on track and productive.

If that wasn't challenging enough, every person you manage is different. You'll need to be able to flex your style and adapt to individual needs, while keeping your eye on the bigger picture.

Over two days, you will learn plenty of tips, techniques and theories that are tried and tested. Then you'll plan how to apply them in your context so that your people management skills thrive.

### Content

- What does a manager need to do?
  - Reviewing your current management style and strengths
  - Understanding what motivates others
  - Personality: how people are different
  - Adapting your style to get results
  - Characteristics of a successful team
  - What employee engagement means and the difference it makes to performance
  - Handling challenging conversations
  - How to coach your people
- Developing your Personal Action Plan



## Outcomes

By the end of the two days, you will:

- Have identified actionable steps to help you improve your management
- Will recognise individual needs and know how to address them
- Will be able to use your knowledge of motivation to get your people on board
- Will have increased confidence in handling difficult situations

## About Our Training

**All our courses give you:**

- An insight into current thinking and good practice
- A range of practical tools and strategies you can use to help you do the job better
- Space to reflect on your current skills and behaviour

**Every course will be enjoyable, engaging, interactive and fast paced.**

Training should never be a drudge. We believe that learning is inextricably linked to enjoyment. The better the experience, the greater the learning. We always have a light touch and an easy manner that makes it easy to engage with the topic at hand.

There is no chalk and talk or death by PowerPoint here. All the content will be relevant, too. We are always purposeful and focused and haven't got time to waste building towers out of straws. We are much more concerned with seeing pennies drop, lightbulb moments and equipping you to thrive at work.



**Get in touch to find out what we offer and how we can help you.**

