

people management



For people who manage others. The workshop is effective for groups with people who have mixed management and supervising experience



Full day course.

Half-day workshop sessions marked with $\frac{1}{2}$



Run at your offices or virtual classroom

The notion of a successful manager will be different to different people and from one organisation to another. We can agree though that it's important for managers in all organisations to be capable and act as excellent role models on a personal and business level.

This training course will prove an excellent introduction or recap for staff members on how to lead, inspire, motivate and grow a team.

goals

- set personal and team goals
- manage time by prioritising and working smart
- adapt management style to suit the situation
- delegate and give instructions effectively
- manage difficult conversations with emotional intelligence
- organise and facilitate effective meetings
- inspire collaboration and build a strong team.

EQ
train

Specific hard goals set by a team leader produce a higher level of output than a goal of "do your best" – Edwin A. Locke

workshop info

Our facilitator will adapt the content and workshop style to the needs of the group. The following is a one-day program outline, which we can cut to a half-day workshop. Topics for half-day option denoted by ½
We are happy to tailor topics – please discuss with us.

introduction and workshop overview

Participants will understand the objectives of the course and link them with their personal learning objectives.

flexible leadership ½

Participants learn how to adapt their communication style to their team members' skills and will levels. They will learn of the Skill/Will matrix and how this is an effective tool to understand how people behave.

goal setting ½

This session will help participants set concrete and realistic goals for themselves that are also aligned with the organisation's objectives.

time management

Next, participants will discuss the value of short and long range planning and will work through a planning tool.

managing meetings

Participants will review the various meetings required to keep the team informed and drive accountability and action and adapt to their own role and organisational objectives. They will also discuss the skills and steps for holding productive and engaging meetings.

building trust ½

The group will learn about the Johari Window and how the concept can help them with the self-awareness and team relations. They will explore how working on their emotional intelligence and opening themselves up can build relationships, and how building trust motivates and inspires people.

Leading with great communication ½

The successful people manager communicates relentlessly but listens, encourages and requests input from the team. The group will spend some time practising/observing verbal and non-verbal cues, questioning, listening, and body language.

courageous conversations ½

Next, the participants will learn how best to manage difficult conversations to make for a much happier and productive work environment.

action plan ½

The participants will work on an action plan during the course. With the confidence and skills they gain, they will be motivated to put it all into practice to develop their management style.



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