



## *Looking at Training Differently.....*

### **Managing People – The Essential Skills**

<b>Objectives :</b>	This two day course will provide managers with proven techniques of people management which are directly applicable to the workplace. Delegates will learn how to channel the energy and motivation of individuals in their teams.
<b>Prerequisites:</b>	Managers and senior supervisors who have gained experience of managing people but who have received little or no formal training. This course is designed for individuals who are looking to enhance their people management skills as a way of increasing their overall performance and that of their team.
<b>Duration:</b>	<b>Two Days</b>
<b>Additional Information</b>	<b>Course Content can be tailored to clients specific needs</b>

### **Course Contents**

Reviewing your role and responsibilities	Identifying your personal leadership style
The difference between management and leadership	Meeting the demands of your manager and your team
Setting personal and team goals and objectives	Recognising strengths and developing individual's potential
Delegation	Motivating the Team
Effective Communication	Strategies for dealing with difficult people and situations
Improving team performance	Planning and Prioritising for yourself and others
Personal Action Plans	