

Workshops 2 days | Price: £438 + VAT

# MANAGEMENT: INTRODUCTION TO PEOPLE MANAGEMENT

## Overview

Our Introduction to People Management course will provide you with excellent people management skills - an essential element of becoming an effective manager yet one many new-in-role managers are ill-prepared for. This two-day course teaches the basics of good self-management and team management skills and tackles areas such as recognising team strengths and delegating as well as learning how to communicate, inspire, motivate and reward. The workshop takes the approach of the co-operative use of power with people rather than over them and the use of Positive reinforcement and managing by walking about (MBWA) to get the best out of people.

This workshop is limited to a maximum of 12 delegates to ensure that our experienced trainer has the time to assist you with any personal complex points that may arise during the day.

## Who is it for?

This course is designed for first time managers. You will either be about to begin a new role as manager or will have just started your new role, or you will have been managing a team for a while and need to enhance your skills in order to have more impact in your role. The experienced facilitator will provide real-world scenarios for you to work through and discuss, ensuring that the workshops are fully participative and engaging.

## What will you learn?

By the end of this course, you will be able to communicate, delegate and motivate your team effectively in order to achieve your set organisational goals. You'll know how to employ basic managerial styles, recognise the impact different styles have on different team members and you'll be able to adapt them to ensure you get the best out of your team in a way that makes them feel inspired and motivated to work with you.

## Course Content

- Management versus Leadership
- Management styles
- Adapting your communication and influence style to get the best from others
- Enhancing your interpersonal skills
- The basics of delegation
- Managing performance
- Undertaking effective and meaningful performance conversations that make a difference
- Facilitation and coaching skills
- Motivating and developing your team
- Giving & Receiving Feedback and Everyday Performance Handling
- Personal effectiveness and building team resilience
- Your Personal 'To Do' List

\*\* This workshop can be booked as a one-off course, or as part of our ILM

## BENEFITS OF THE COURSE

**When you have finished  
this course you will feel...**

...confident in your ability to build and manage a highly driven, focused, efficient team with minimum stress and negativity.

recognised [Effective Team Leadership Programme](#).

**You may also be interested in:**

- [Mastering People Management](#)
- [Leading Your Team and Raising the Bar](#)
- [Time Management](#)
- [The Art of Delegation, Motivation and Empowerment](#)
- [Dealing with Difficult People and Negativity](#)
- [Supervision Skills](#)

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## COURSES

30th and 31st March 2020

Compton House, Exeter

23rd and 24th April 2020

Compton House, Exeter

21st and 22nd July 2020

Compton House, Exeter

29th and 30th September 2020

Compton House, Exeter

30th November, 1st December 2020

Compton House, Exeter

This course is also available in house.