



'Management is, all things considered, the most creative of all arts. It is the art of art. Because it is the organizer of talent'

.....

▶ MANAGING PEOPLE SKILLS



'I was a great salesperson but I'm a lousy sales manager.'

How many of the managers in your organisation have been promoted through the ranks? They were extremely good at their jobs so we made them managers.

Managing people is, however, a wholly different set of skills from doing the job itself. If you know how to do the job but not necessarily how to manage other people to do it, then Managing People Skills is for you.

WHO IS IT FOR?

- It is an excellent introduction to Management for the newly appointed manager.
- It is an ideal foundation course for Managers who have been doing the job a long time but who have never had any management training.
- It is a useful course for anyone required to manage a team.

WHAT WILL IT COVER?

The course will introduce the management skills every manager should know. The theoretical basis of each skill will be introduced for managers to discuss and practice. The course will cover the following subjects:

- What is the difference between leading and managing ?
- What management styles are available to managers ?
- Which style(s) should I use with my own organisation ?
- What is motivation ?
- How do I create an environment to motivate all my team members?
- How can I delegate effectively ?
- How do I encourage my team members to be innovative and to respond proactively to change?
- How do I avoid the barriers to communication?
- How do I maximise all the communication channels open to me and my team ?
- How do I ensure my team are receiving the appropriate training and development?

COURSE DURATION:

3 DAYS

NUMBER OF PARTICIPANTS:

8 - 20