

People Management

Make the most of your best asset—your people!

Having resourceful and empowered staff enables an organisation to **achieve its goals, realise its vision** and have a sustainable capability to meet the **opportunities** and **challenges** of the future.

Aimed at team leaders and managers, this course will provide you with new skills and perspectives based on established models. You will learn how to maximise the potential of **individuals** and of your **team** to achieve the **task** at hand with the greatest level of effectiveness.



Course Outline

- › Learn the different perspectives of a manager and leader
- › Learn key skills to communicate in your team and department
- › Apply top tips for improving your time management skills
- › Discover how to run meetings that work
- › Observe how teams work and learn skills to develop a winning team
- › Study best practice for high individual performance and how to apply it
- › Visit an organisation to discuss real-life management challenges and opportunities

Benefits for your Organisation

- › Build rapport quickly through powerful listening and questioning skills
- › Apply a range of management styles to suit specific situations
- › Lead teams to sustainable high achievement
- › Develop a motivating environment that encourages high individual performance
- › Maximise the use of your own time through good prioritisation
- › Maximise the use of others' time through running meetings that make a difference

“The course built a common management language across the team and built trust, skills and a strong bond of shared responsibility. It's a very long time since I encountered training of such high calibre, delivered with such professionalism, energy and creativity. It was very inspiring”

Jonathan Burton,
Country Director, WaterAid Nigeria

Apply online at www.imainternational.com

Daily Course Objectives

Day 1	<ul style="list-style-type: none"> › Understanding roles and styles of managing in the development sector › Evaluate your own style of managing and assess the implications › Developing two-way communications and avoiding common pitfalls › Skills for building rapport including active listening, questioning and communication styles
Day 2	<ul style="list-style-type: none"> › Managing your time: a framework for prioritising tasks effectively › Motivating and empowering the individual with recognised models of how to encourage motivation › The elements of successful delegation and its benefits › Why delegation goes wrong and how to avoid it › A framework for planning delegation in your workplace
Day 3	<ul style="list-style-type: none"> › Managing a highly performing team › The stages of team development and how to enable the team through to high performance › Team roles and how to use them to best effect › Understanding and assessing teambuilding approaches
Day 4	<ul style="list-style-type: none"> › Building skills for compelling presentations including aims, audience, content and more › Tips for opening, keeping on track and closing the presentation › Deal with questions confidently › Criteria and guidelines for running effective meetings
Day 5	<ul style="list-style-type: none"> › Managing the individual › Five elements of effective performance management › Using SMART* objectives › Appraisals as part of the performance management cycle › Giving constructive feedback, both positive and negative › How to run 360° appraisals for improved performance

Quick Facts

Duration	5 days		Course Fee	£1500
Venues	Brighton	27 Sept-1 Oct	Application Deadlines	16 Aug
	Kuala Lumpur	14-18 Jun 22-26 Nov		3 May 11 Oct
Tailor-made	Have this course tailored to your specific needs, at a time and place it suits you. Call or e-mail us for a free quote, or complete our online enquiry form.			



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