

Core Skills Programme

Managing People

Course Outline

Introduction

When individuals in technical or specialist roles make the transition to managing people there can be a steep learning curve in order to develop to be a competent manager.

For

This programme is designed for first line managers who want to have an overall understanding of the key functions of managing people.

Objectives

The objectives of this programme are to:

- Have a clearer understanding of their role as manager
- Be more self aware and understand the impact of their own behaviour on the working climate
- Understand the key functions of managing people and in particular what motivates people
- Be able to agree objectives and use delegation as a way of developing their team members
- Understand the process of coaching
- Understand team roles, how teams develop and what a manager can do help the team perform

Course Content/ Learning Components

The programme covers aspects such as:

- The role of the manager
- The working climate what it is and how to monitor it
- Understanding individual preferences and perceptions
- Motivation
- Goals and objectives setting
- Delegation
- The synergy of teams
- Communicating with the team
- Coaching and the importance of feedback

The programme is a mixture of individual work, group discussion and exercises, together with lively input from the tutor.

Competencies Addressed

The following primary competencies and success factors will be addressed in the course:

- Working with Others: Building Relationships.
- People Development: Harnesses Performance Through Teams.
- Leadership: Real passion and enthusiasm to succeed and understand the longer-term game.

Duration

The course is run over 2 days.