

Managing People



OVERALL OBJECTIVE

The **Managing People** Workshop aims to ensure that participants are equipped to be able to plan with, and for, your people, manage performance, one-on-one interactions, and a group. Learn how to deal with different people and how to get the most out of them.

OUTCOMES

The participants will be able to:

- Develop their people
- Empower a team of people
- Deal with different personalities
- Manage the people in their team
- Delegate responsibilities and tasks
- Get people to do what they are supposed to do
- Enable the performance of the people in the team
- Improve communications with the people they manage

CONTENT

Manage the Environment

- Understand the strategy
- Align team direction to the strategy
- Conduct a SWOT analysis
- Deal with the team's stakeholders

Manage the Performance

- Set individual goals and objectives
- Create performance agreements
- Set performance measurements
- Establish a review schedule

Manage the Development

- Identify individual development needs
- Establish requirements for the job and the organization
- Hold development discussions

Manage the Communications

- Determine what needs to be communicated when
- Create master formats for different types of written communications
- Understand how to handle different communication styles
- Display emotional intelligence
- Ensure productive meetings

Manage the Delegation

- Understand the what and when of delegation
- Know how to delegate effectively
- Handle different personalities
- Turn resistance into support

Manage the Team

- Being proactive
- How I like to be managed
- Motivate and energize your team
- How to assist the team with change
- Grow your team and build a team culture