

## **PEOPLE MANAGEMENT DEVELOPMENT WORKSHOP**

### **Aim:**

To equip the next generation of managers in an organisation with the skills and confidence to manage colleagues, partners and clients, delivering best outcomes for the organisation and themselves.

### **Objectives:**

By the end of the course delegates will have:

- Enhanced knowledge of the roles of managers and leaders and their key skills, including communication
- Assessed their own current skills base and areas for development
- Been introduced to team and group working approaches
- Understood some key techniques for influencing, persuading and negotiating
- Analysed case studies and identified some options for managing client and colleague communications; managing client negotiations; and managing colleagues, partners and clients in difficult situations
- Discussed key time management techniques and their value in alleviating workplace stress
- Produced a confidential Personal Action Plan

Numbers: 12 maximum

Style: informal, interactive, confidential where necessary with group work and handouts

Duration: 3 days

Suitable for: the next generation of managers wishing to gain and extend skills in managing people in their own organisation and in managing relationships with external collaborators.

### **PEOPLE MANAGEMENT DEVELOPMENT WORKSHOP Course descriptor**

**This 3 day course is aimed at people who are successful specialists in their own disciplines and who now need the people management skills to deliver work effectively through others including colleagues, external specialists, funders and clients.**