

# € TRAINING

Managing People at Work





# Managing People at Work

## Introduction:

This training program delves into the essential skills for effectively managing people in the workplace, focusing on leadership, communication, and team dynamics. It empowers participants to lead teams with confidence, resolve conflicts, and create a positive work environment that drives performance.

## Program Objectives:

By the end of this program, participants will be able to:

- Understand the fundamentals of people management.
- Apply leadership techniques to motivate and engage employees.
- Communicate effectively with team members and stakeholders.
- Manage conflicts and promote teamwork.
- Foster a productive and positive workplace culture.

## Targeted Audience:

- Team Leaders.
- Supervisors.
- HR Managers.
- Middle Managers.
- Organizational Development Professionals.

## Program Outline:

### Unit 1:

#### Fundamentals of People Management:

- Understanding the role of a manager in the workplace.
- Key skills for effective people management.
- Setting clear expectations and goals for employees.

- Aligning individual contributions with organizational objectives.
- Case studies on successful management practices.

## Unit 2:

### Leadership and Motivation:

- Developing leadership styles that inspire and motivate.
- Techniques for engaging and retaining employees.
- Building trust and credibility as a leader.
- Recognizing and rewarding employee performance.
- Strategies for leading by example.

## Unit 3:

### Effective Communication:

- Essentials of clear and assertive communication.
- Active listening and empathy in management.
- Providing constructive feedback and managing difficult conversations.
- Enhancing team communication and collaboration.
- Tools for improving interpersonal communication skills.

## Unit 4:

### Conflict Resolution and Team Dynamics:

- Identifying and addressing sources of conflict in the workplace.
- Techniques for resolving conflicts constructively.
- Promoting teamwork and collaboration among employees.
- Managing diverse teams and fostering inclusivity.
- Creating a supportive and cohesive team environment.

## Unit 5:

## Building a Positive Workplace Culture:

- Understanding the impact of workplace culture on performance.
- Strategies for creating a positive and inclusive work environment.
- Encouraging continuous learning and professional development.
- Implementing employee well-being and engagement initiatives.
- Sustaining a culture of excellence and high performance.