

# € TRAINING

Mastering People Management and Team  
Leadership



9 - 13 December 2024  
Boston (USA)



# Mastering People Management and Team Leadership

REF: M100 DATE: 9 - 13 December 2024 Venue: Boston (USA) - Fee: 6325 Euro

## Introduction:

This training program is designed to equip participants with the essential skills and strategies for effective leadership within teams and organizations. Participants will emerge with the expertise needed to inspire, motivate, and lead diverse teams to achieve common goals and drive organizational success.

## Program Objectives:

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

- Understand and articulate the distinctions between being a leader and a manager, and how each role impacts team dynamics.
- Set and achieve personal and team objectives while effectively managing time and performance.
- Develop effective listening, persuasion, and negotiation skills to influence others and manage conflicts constructively.
- Recognize the dynamics of high-performing teams, identify team roles, and apply strategies to motivate and engage team members.
- Utilize coaching and feedback skills to support personal and team development, creating actionable development plans for continuous improvement.

## Targeted Audience:

- Mid-level managers.
- Supervisors.
- Team leaders.
- Employees who are potential to be promoted to a managerial or supervisory role.

## Program Outlines:

### Unit 1:

#### Understanding Your Role:

- Distinguish between the roles of leader and manager.
- Reflect on self-perception and its impact on performance.

- Identify organizational expectations beyond job descriptions.
- Balance conflicting demands from various stakeholders.
- Understand the dynamics of change and implement a change model.

## Unit 2:

### Personal Effectiveness, Time Management, and Delegation:

- Assess personal effectiveness in relation to the organizational environment.
- Focus on outcomes and set clear objectives for themselves and their teams.
- Manage performance effectively.
- Utilize time management strategies to enhance productivity.
- Apply effective delegation techniques to empower team members.

## Unit 3:

### Communication, Influence & Conflict Management:

- Navigate various communication channels effectively.
- Develop strong listening skills to enhance understanding.
- Build emotional rapport with team members.
- Utilize persuasion and negotiation techniques to influence others.
- Manage conflicts assertively to achieve positive outcomes.

## Unit 4:

### Team Building, People Management, and Motivation:

- Recognize the characteristics of high-performing teams.
- Identify different team roles and their contributions.
- Participate in practical teambuilding exercises.
- Understand motivation theories and apply reward strategies.
- Build and communicate a shared vision for the team.

## Unit 5:

### Enhancing Team Performance through Coaching and Development:

- Comprehend how individuals learn and grow.
- Utilize coaching techniques for personal and team development.
- Provide constructive feedback effectively.
- Develop comprehensive development plans for team members.
- Plan next steps for ongoing growth and improvement.