

## PEOPLE MANAGEMENT SKILLS

This is a practical course aimed at getting those new to managing feeling more confident about what good management looks like. It gets the delegates thinking about the value they can add through being a great manager and the positive impact they can have on their people.

We then focus on building the core skills needed to be a great manager. Having useful and productive 1-2-1 meetings, giving regular and motivating feedback, delegating and empowering, and having conversations that build strong performance. We also look at how to tackle under performance.

### **On completing the workshop you will be able to:**

- Manage your people with more confidence
- Know what good people management practice looks like
- Have helpful and productive 1-2-1 meetings with your staff
- Build the capability of your people
- Feel more confident about giving feedback
- Have useful conversations around performance
- Know how to delegate effectively

**Format** One-day workshop, face-to-face. Or virtually two x half day sessions.

**Who should attend?** Those new to managing people or those needing a reminder of good practice.

**Maximum number of delegates** 10