Course Code   44-312117-5

Managing People Effectively (MPE)

Course Overview

This is a comprehensive programme comprising three modules each of three days (nine days in total). Learning from each module is embedded either by individual coaching sessions or by facilitated peer group learning sessions. Each three-day module has a particular focus Module one focusses on increasing one's understanding of self and others; module two focusses on effective communication; and module three focusses on leading teams and managing change All modules are supported by high-quality workbooks.

This is a practical and experiential programme for participants who are making the transition from technical expert to people leader and manager. It provides a comprehensive set of tools and techniques which will provide a valuable lifelong resource for the participant and will increase the participant's motivation and effectiveness at work.

Who should attend?

This course is designed for those currently holding, or about to take up, first line management roles It will enable them to contribute to and sustain an environment at work where they, and those who work for and with them, can develop and utilize their full potential. The course is for participants, their staff, their teams, and their organisations.

Topics covered

By the end of module one (Self-awareness and management effectiveness), participants will be able to:

➲ Understand themselves better in terms of their existing strengths, areas for development and how others might perceive them (including understanding personality type, learning style and management style)

➲ Use a range of models, concepts and techniques as appropriate to help them analyse and understand their interactions with other people, embrace diversity and take action to improve these to get even better results

➲ Understand and work with a model of management, including using the skills necessary to implement it; adopting the optimal style for the situation they are faced with

➲ Understand the nature and complexity of the communication process, the major barriers to building shared understanding with others and practical ways to overcome these

➲ Produce a written personal development plan that outlines and crystallises their learning and development goals, how specifically they will meet these and how these goals will impact the business

Duration : 3 x 3 Days (72 hours in total, assuming an 8-hour day)

PEOPLE DEVELOPMENT