

THE BALANCED PEOPLE MANAGER™

HOW TO DEVELOP, COACH AND MANAGE PEOPLE TO MEET YOUR TEAM GOALS CONSISTENTLY

Synopsis

The role of the manager is challenging and requires one to juggle management expectations, project deliverables, delegating, team conflicts, individual aspirations, complex decisions, problem solving and more.

This programme has been specially designed to address the knowledge, skills and attitudes needed to help newly transitioned managers to gain in-depth understanding of their roles and learn to fully embrace the concepts of achieving results through people.

Experienced managers will also find this programme enriching and re-vitalizing, helping them to sharpen their people management skills.

Benefits of Programme

1. You will gain a deeper understanding of the role and responsibilities of a manager
2. You will be aware of your leadership style to will learn to adapt and meet the needs of individual team members
3. You will improve communication to effectively set expectations for yourself and your direct reports
4. You will learn to use effective coaching techniques to maximize your team's performance
5. You will be able to lead team with team charter and goals to drive high performance
6. You will become smarter and more effective in managing upwards

Who Should Attend

Newly promoted managers who need to understand the subtleties of effective people management.

Experienced managers and leaders in need of a refresher to further sharpen their people management skills.

PROGRAMME OUTLINE

1. Your Role as Manager

- Understanding the role and responsibilities
- Learn to work effectively through people and across multi-generation workforce
- Managing remote teams and across the matrix

2. Managing People

- Conduct performance planning, facilitation and evaluation
- Managing poor performers
- How to conduct an effective delegation conversation

3. Keeping Team Communication Effective

- Overcome barriers that can cause derailment and misunderstanding
- Communicating across time zone, countries and culture

4. Be the coach

- Use of coaching to develop, enhance and achieve goals
- Identify the differences between coaching and discipline

5. Managing High Performing Teams

- Understanding Team Dynamics
- Motivating the Team to perform
- Managing team conflicts

6. Managing Upwards

- Understanding your boss's management style
- Managing expectations
- Negotiate for team's recognition and rewards

After Workshop Boosters

This course has been designed to be practical and fun, reflecting scenarios that are encountered day-to-day at work. Participants will be given the opportunity to practice the skills and gain comfort level in applying the skills learnt.

7-day Challenge

Identify and commit on area(s) that you will be applying the newly acquired skill after the training.

Get help and advice from the facilitator in a special hour dedicated for review and discussion.

For more information, please contact:

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