



BASIC IN MANAGEMENT

People - The Challenge

Course Introduction:

This course is designed to develop skills in understanding and helping people to improve their performance.

Course Objectives:

Upon completion of this program, you will be able to:

- Analyze their personal managerial effectiveness
- Establish the task of management
- Motivate individuals in different situations
- Assess and select candidates for jobs
- Develop goals for individuals and teams
- Apply the appropriate leadership behavior in different situations
- Identify factors of successful teamwork
- Communicate effectively with individuals and teams
- Appraise individuals implement discipline and grievance procedures
- Develop individuals to improve performance

Who Should Attend?

- Supervisors, Superintendents and Team Leaders
- Staff with potential to reach supervisory and team leader roles
- HR or Personnel Generalists
- HR Business Partners
- Employee Relations Specialists

Course Outline:

- Influences
- Job elements
- Responsibility and authority
- Three circles approach
- Styles
- Changing structure and organizations

Managing Recruitment and Selection

- Job definition, description and specifications
- Policy decisions
- Recruitment and selection procedures
- Legislation

- Interviewing
- Measurement and Control

Managing People Development

- Team building and development
- Performance appraisal
- Competence and commitment
- Training development and evaluation

Managing Work

- Objectives and responsibilities
- Direction and competences
- Direction and co-ordination
- Planning
- Control

Managing Information

- Individual and group discussions
- Meetings
- Report writing

Managing Working Relationships

- Relationships and trust
- Problem solving
- Grievance and disciplinary procedures

Managing Time

- Use of time
- Time prioritizing

Managing change

- Planning the changes
- Overcoming resistance

Sources of change

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session