



# Managing People Effectively

*"You get the best out of others when you give the best of yourself"*

- Harry Firestone



Learning with a difference...

## Benefits

- Heighten morale, motivation and team spirit
- Maximise productivity
- Achieve organisation and team objectives
- Reduce staff turnover and gain employees commitment, trust and loyalty
- Save on recruitment costs
- Transform poor performers and difficult individuals into team players

## Course content

- Use communication effectively
- Examine various types of people and how to get the best out of them
- Time management and delegation techniques
- Considered and practised various approaches to Problem Solving
- Considered how best to obtain and deliver 'Feedback'
- Motivation and Team Building
- Ways to tackle Problem Solving
- Considered the essential difference between Management and Leadership and its implications for managers and supervisors
- Understand the cause and symptoms of stress and how to deal with it

**Get the most out of people with successful leadership. Encourage and develop your workforce with flexible leadership styles that achieve positive results.**

## Course overview

An organisation's workforce is without doubt its biggest asset, managing people effectively is critical. Release your potential and become an inspiring leader – instil enthusiasm and energy throughout your team and manage you and your team to success.

Optimise performance and make the best use of time with effective communication and delegation, win trust and cooperation, motivate and resolve conflict easily turning resistance into support.

Through a mixture of discussions and practical exercises you will develop and polish existing skills while learning proven techniques and best practices, giving you the expertise to manage people effectively!

## Do you need experience to attend this course?

An ideal course for people in a management role who have not received any formal training, or are new to management or a supervisory role wanting to establish the core elements in order to lead their people successfully.

## Duration

2 Days  
09:30 - 16:30

## Book now!

Phone our sales team on:

01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

## Other courses we offer

- Finance for Non-Finance Managers
- Enhancing your Managerial Skills
- Presentation Skills

## What our customers say about our courses

*"Well paced and the trainer was sensitive to the different needs of the group"*

*"A professional and friendly approach"*



People Productivity &  
Specialist IT Training



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