People management

Do you want to improve the interaction with your colleagues or within your team? This course gives you theoretical and practical insights in communication, meeting techniques, teamwork, motivational leadership and handling of conflicts. It will bring out the best of every team member.

Duration

1 day

Public

Everyone wishing to improve and/or refresh their people management skills
Experienced (project) leaders, facing problems or challenges with respect to the interpersonal skill part of (project) management
People who want to set new goals for their career. Everyone who is in the own functional situation, maybe only occasionally, confronted with conflicts either between individuals, or between organisational entities. Leaders/managers (operational, middle management or on board level) – HR-department – functional leaders...

Objectives

- To know the role of (project) leader
- To know how and when to use different managerial leadership styles effectively
- To understand effective team management: how to manage (project) teams and how to take different personalities within a team into account
- To be able to communicate effectively : how to manage conflicts within a team and use assertive techniques in order to communicate effectively
- To understand how to manage the process of project meetings successfully

Program

- The role of a leader (in a project)t: when and how to use different managerial leadership styles effectively, assigning tasks, dealing with underperforming members

- Effective team management: teams versus groups, creating performing teams, dealing with conflicts, convincing team members

- Communication skills in projects: key elements of communication, active listening, how to manage conflicts in a team, using assertive techniques, applying different communication styles effectively, role plays

- Meetings: guidelines for effective meetings, procedures and people, how to manage processes before, during and after meetings successfully

Methodology

Concrete examples and situations introduced by the participants or the trainer yield profound insights and show the demands and requirements when people management is concerned.