

People Management Training

Course Duration: 08 Hours

Course Code: PMT

1. Course Overview

People Management Training is designed to help professionals develop essential soft skills required to effectively manage teams, improve workplace relationships, and drive organizational success. This course focuses on communication, leadership, conflict resolution, motivation, and team-building strategies to enhance overall productivity and employee engagement.

2. What You'll Learn

- Effective communication and active listening skills
- Leadership styles and team management techniques
- Conflict resolution and problem-solving strategies
- Employee motivation and performance management
- Time management and delegation skills
- Emotional intelligence in workplace interactions
- Building high-performing teams
- Decision-making and accountability

3. Target Audience

- Team leaders and supervisors
- Project managers
- HR professionals
- Business owners and entrepreneurs
- Working professionals aiming for managerial roles

- Anyone looking to improve interpersonal and leadership skills

4. Pre-Requisites

- No technical background required
- Basic understanding of workplace environment
- Willingness to learn and improve interpersonal skills
- Prior work experience (preferred but not mandatory)

5. Course Content

Module 1: Introduction to People Management

- Role of a manager
- Key responsibilities and expectations

Module 2: Communication Skills

- Verbal and non-verbal communication
- Active listening techniques

Module 3: Leadership Skills

- Leadership styles
- Situational leadership

Module 4: Team Building & Collaboration

- Building trust within teams
- Encouraging collaboration

Module 5: Conflict Management

- Identifying conflicts
- Resolution strategies

Module 6: Emotional Intelligence

- Self-awareness and self-regulation
- Empathy and social skills

Module 7: Performance Management

- Setting goals and KPIs
- Feedback and appraisal techniques

Module 8: Time & Task Management

- Prioritization techniques
- Delegation skills

