



Mastering People Management

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Mastering People Management

5 days training course

For detailed information on training course dates, please visit:

[Mastering People Management.](#)



Course Overview

This course focuses on developing essential skills for effective people management and team leadership. Participants will learn to balance managerial and leadership roles, enhance personal effectiveness, communicate assertively, manage conflict, build high-performing teams, and foster growth through coaching and development.

Who Should Attend:

Team leaders, managers, and professionals aiming to strengthen their leadership and team management capabilities.

Objectives:

- Enhance self-awareness and personal effectiveness
- Master time management and delegation
- Improve communication and conflict management skills
- Develop strategies for team building and motivation
- Gain skills in coaching and performance development

Course Outline:

DAY 1: Understanding Your Role

- Leader or manager?
- Self-perception and leadership
- Beyond the job description: Understanding organizational requirements
- Balancing conflicting stakeholder demands
- Understanding the nature of change
- A model for implementing change

DAY 2: Personal Effectiveness, Time Management, and Delegation

- Understanding yourself and your organizational environment
- Outcome orientation
- Setting personal and team objectives
- Managing performance
- Finding and using time effectively
- A model for effective delegation

DAY 3: Communication, Influence & Conflict Management

- Channels of communication
- Effective listening skills
- Emotions and rapport
- Persuasion and negotiation: The keys to personal influence
- Managing conflict assertively

DAY 4: Team Building, People Management, and Motivation

- How high-performing teams work
- Identifying team roles
- Teams in practice: Teambuilding exercise
- Motivation and reward
- Building and sharing a vision
- Different approaches to leadership

DAY 5: Enhancing Team Performance through Coaching and Development

- How people learn
- Coaching for personal and team growth
- Feedback skills
- Development planning



DOCUMENTATION

The **MTC team** has meticulously prepared **high-quality training materials** for distribution to all delegates.

CERTIFICATES

An **accredited Certificate of Completion** will be awarded to participants who successfully attend and complete the program.

SCHEDULE

Course sessions are scheduled as follows:

- **Morning Session:** 09:00 AM – 1:00 PM
- **Afternoon Session:** 01:00 PM – 05:00 PM

REGISTRATION & PAYMENT

To register, please complete the **registration form** available on the course page and submit it with your **preferred payment method**. Alternatively, you can contact us via **email or WhatsApp** for assistance.

TRAVEL & TRANSPORT

We ensure a **seamless travel experience** by providing **airport-hotel-airport** transfers for all participants.