



## Mastering People Management & Team Leadership

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## **Mastering People Management & Team Leadership**

**5 days training course**

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**For detailed information on training course dates, please click the link:**

**[Mastering People Management & Team Leadership](#)**



### **Target Audience:**

This course is designed for professionals who are responsible for leading teams and managing people, including:

- Managers, Supervisors, and Team Leaders
- Business Owners and Entrepreneurs
- HR and Training Professionals
- Project Managers and Department Heads
- Professionals transitioning into leadership roles
- Anyone looking to enhance their leadership and management capabilities

### **Introduction:**

Effective leadership and people management are crucial for driving team success and organizational growth. This course provides participants with the essential skills and strategies needed to lead with confidence, manage diverse teams, and create a productive work environment. By focusing on leadership principles, communication techniques, conflict resolution, and team motivation, participants will gain practical insights into becoming impactful leaders.

### **Training Objectives:**

By the end of this course, participants will:

- Understand the key differences between management and leadership
- Develop self-awareness and emotional intelligence as a leader
- Learn how to balance stakeholder expectations and organizational demands
- Improve time management, delegation, and performance management skills
- Master communication and conflict resolution techniques
- Build and lead high-performing teams effectively
- Develop coaching and mentoring skills to enhance team performance

## **Course Outline:**

### **Day 1: Understanding Your Role as a Leader**

- Leadership vs. Management: Key Differences and Responsibilities
- Self-Perception and Leadership Development
- Defining Your Role Beyond the Job Description
- Managing Stakeholder Expectations and Organizational Goals
- Understanding Change and How It Impacts Leadership
- Implementing Change Successfully Using a Structured Approach

### **Day 2: Personal Effectiveness, Time Management, and Delegation**

- Developing Self-Awareness and Understanding Your Work Environment
- Setting Clear Goals for Yourself and Your Team
- Managing Performance and Accountability
- Time Management Techniques for Increased Productivity
- The Art of Delegation: Assigning Tasks Effectively for Maximum Efficiency

### **Day 3: Communication, Influence, and Conflict Resolution**

- Mastering Different Communication Channels for Effective Leadership
- The Power of Active Listening and Building Rapport
- Emotional Intelligence and Its Impact on Leadership
- Persuasion and Negotiation Techniques to Strengthen Influence
- Managing Conflict with Confidence and Assertiveness

### **Day 4: Team Building, People Management, and Motivation**

- Characteristics of High-Performing Teams and How to Develop Them
- Identifying Team Roles and Strengths for Optimal Performance
- Motivational Strategies to Enhance Team Engagement
- Creating and Communicating a Compelling Team Vision
- Adapting Different Leadership Styles to Suit Various Team Needs

### **Day 5: Coaching and Development for Team Growth**

- Understanding How People Learn and Develop Skills
- Coaching Techniques to Improve Individual and Team Performance
- Providing Constructive Feedback for Continuous Improvement
- Developing Growth Plans to Enhance Employee Potential
- Creating a Leadership Action Plan for Ongoing Success

## 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.