



MANAGING PEOPLE SKILLS

TU Dublin CPD Award - Level 6 on the NFQ - 5 credits

Details

Duration: 4 Days

Region & Dates

Dublin:

May 6, 7, 13, 14, 2020
Sep 16, 17, 23, 24, 2020
Nov 18, 19, 25, 26, 2020

Galway:

Oct 7, 8, 14, 15, 2020

Time:

9.30 am– 5.00 pm

Programme Overview:

The Managing People Skills Programme is designed to assist managers in developing their management and interpersonal skills and to build on many of the core skills introduced in our earlier Managing People Programme. Participants will gain a greater understanding of their communication and management style and its impact on those they manage.

Programme Outcomes:

On completion of the programme, participants will be able to:

- Gain an insight into their own behavioural style and approach to others by carrying out a detailed personality profile
- Develop the key communications skills and the confidence to use them
- Improve personal presentation skills through practice and feedback
- Develop and improve key management skills, motivation, managing meetings and team building
- Manage their time more effectively
- Develop a greater understanding of their own preferred interactive style and recognise the dynamics of interpersonal relationships.

Approach:

Ibec has designed this programme as a follow up to the Managing People programme. This programme consists of four modules to enable participants to practice the core skills of management. All presenters on the programme are practitioners who deal with a variety of real-life situations on a daily basis. Extensive use is made of practical exercises, case studies and role-plays to secure a high level of discussion and self-learning. You will be encouraged to express your views and experiences. A large proportion of the time is spent discussing issues to ensure a thorough understanding of the key points and their application. Actual case histories are used to draw up the case studies and role-plays.

Who Should Attend?

Front-line managers, supervisors and managers who want to develop their people management skills further.

**Venues:**

Ibec
84-86 Lower Baggot Street
Dublin 2

Ibec,
Ross House,
Victoria Place
Galway

Ibec North West
3rd Floor
Pier One
Quay Street
Donegal Town

Cost:

Ibec member: €1900
Non-member rate: €2100

Contact:

For further information, please
contact Quelba Lima on
(01) 605 1619
or at training@ibec.ie

Programme Schedule:**Day One**The Role of the manager

- Managing Vs operating
- Identifying vital management skills
- Your leadership style

Personality testing

- Understanding behaviour and its effects

Communication Skills

- Skills of communication
- Personal style
- How to become a more effective communicator

Day ThreePresentation skills

- Preparing, designing and delivering an effective presentation
- How to make a powerful presentation
- Practice skills

Communicating with confidenceMotivation

- Your own interactive style
- Styles to develop
- Case examples
- Behaviours to develop

Day TwoManaging performance

- Managing your own performance
- Target setting
- Giving feedback
- Influencing others
- Taking corrective action
- Dealing with conflict
- Delegating Effectively

Day FourTime management/stress management

- Identifying time wasters/stressors
- How you can manage your time more effectively
- Gaining control

Managing meetings

- Chairing a meeting
- Stages of the meeting
- Skills to conduct a meeting effectively

Effective Team Building

- Effective teams
- Key skills
- Stages in team development

What you said:

'We engaged with Ibec to design a programme for our Line Managers that not only gave them the skills to perform their people management skills more effectively but also to provide them with an accredited programme. The programme hit the mark fully on both levels as it gave the tools to help manage themselves and their teams better but also gave them the accreditation for their efforts.'

Colm Molloy, Director of HR, Storm Technology