



COMMUNICATION



TEAMWORK



CREATIVITY



ADAPTABILITY



PROBLEM-SOLVING

SOFT SKILLS

SOFT SKILLS

People Management Skill Course

Project Based Immersive Learning Course

People Management Course Overview

Education Nest interpersonal skills refer to the qualities and behaviors that we show when interacting with others. The Interpersonal Skills training program aims to equip participants with comprehensive knowledge and experience in effectively expressing themselves in the workplace. Attendees will learn how to enhance their interpersonal skills and effectively maintain relationships with colleagues in other departments. Improving one's interpersonal style and gaining a better understanding of others can facilitate the resolution of conflicts in the workplace. This program teaches critical communication techniques that empower individuals to handle challenging situations with confidence. By attending this training course, participants can implement the benefits of interpersonal skills in their personal and professional lives. They can improve their communication effectiveness, increase engagement, and foster better relationships with their colleagues.

Benefits of People Management Skill Course:

Effective people management skills are essential for the success of any organization. A leader who possesses good people management skills can help employees develop their skills, identify and solve problems, and address conflicts. Furthermore, strong people management skills can lead to

higher job satisfaction and employee retention rates. There are several benefits to taking a People Management training course, including:

- Through effective motivation of your team, you can improve their performance, leading to personal growth and development.
- You can motivate and lead individuals effectively.
- By being ahead of your colleagues, you can advance your professional career rapidly.
- You have the potential to develop into a highly regarded leader who others admire and want to be like.

Who should learn?

- Managers
- Supervisors
- Team Leaders
- New Managers
- HR professionals
- Employee Experience Team Members
- Site Heads
- Regional Managers
- Potential Leaders
- Anyone who wants to upskill as a manager

Designations:

- Manager
- Project Manager
- Team Leader
- Department Head
- Director
- Human Resources Manager
- Operations Manager

Why People Management Skill Course from Education Nest

- **Free Demo on Request**
- **Live Interactive Learning**
- **Lifetime Access**

- **Flexible Schedules**
- **24x7 Support**
- **One on One Doubt Clearing**
- **Real Time Project-Based Learning**
- **Certificate Oriented Curriculum**

Key Skills Covered:

- Leadership
- Communication
- Conflict Resolution
- Performance Management
- Talent Development
- Diversity and Inclusion
- Change Management
- Time Management
- Emotional Intelligence
- Strategic Thinking

People Management Skill Course Syllabus

Module 1: (Introduction of People Management)

- Defining People Management
- Importance of People Management in Organizational Context
- Conventional Theories of People Management
- Contemporary Theories of People Management

Module 2: (Knowing Various People in Organizations)

- Understanding the background
- Behavioral understanding of an individual
- Understanding the impact of culture on behavior
- Self-assessment and awareness

- Importance of understanding employees as a leader

Module 3: (Employment Strategies)

- What kind of people do you want to hire/recruit?
- Importance of hiring right people
- Determining attitude and behavior
- Do not assume
- Ask questions
- Be neutral and unbiased

Module 4: (Training and Development Techniques)

- Importance of training employees in managing them
- Conducting regular coaching and mentoring sessions
- Emphasizing on soft skills
- Invest in personal development
- Rolling out various opportunities for individuals

Module 5: (Performance and Rewards)

- Why rewards?
- Defining performance parameters
- Acknowledging achievements
- Defining rewards based on the level of achievement
- Conducting regular rewards and recognition meets

Module 6: (Conflict Management)

- Why do conflicts happen?
- Acting responsibly
- Listen to both the parties
- Be neutral
- Determine the real reason

- Role of training in managing conflicts
- Different approaches to managing conflicts

Module 7: (Discrimination and Harassment Prevention)

- Educate employees and management
- Set guidelines
- Conduct proper training
- Form a team to keep a regular check
- Difference between discrimination and harassment

Module 8: (Effective Feedback)

- Significance of Receiving Feedback in managing people
- Asking for regular feedback from employees
- Learning the art of giving feedback
- Being a motivator
- Working on feedback and improving the workplace

Module 9: (Administrative Management Theory's Principle)

- History and Importance
- Plan
- Organize
- Coordinate
- Command
- Control
- Forecast

Module 10: (People Management Theories)

- Theories X and Y

- Scientific Management theory
- Bureaucratic Management theory
- Human relations theory

Career Support

Profile Building :

Experienced professionals are available to offer tailored assistance in crafting your CV and online profiles, taking into account your unique educational and experiential background.

Interview Preparation :

The upcoming interview preparation service will include personalized one-on-one sessions and the option for mock interviews if needed.

Job Referrals :

At Education Nest, we receive a variety of job requirements from diverse sources such as organizations, our clients, HR consultants, and a vast network of Education Nest currently employed in different companies. We strive to meet these varied requirements to the best of our abilities.

Continuous Support :

We offer continuous support for as much time as you need it, and a considerable number of our learners receive multiple interviews offers and promising employment opportunities as a result of the abilities they gain during the program.

