

**Course Title:** People Management Skills - Essential Training for Modern Managers

**Course Type:** Business Training

**Description:** Elevate your leadership capabilities with our People Management Skills course. This comprehensive program blends traditional and modern methodologies to deepen your understanding of business objectives, your managerial role, effective problem-solving, behavioral dynamics, and enhanced information management. Our approach, grounded in self-confidence, focuses on self-awareness, strategic alignment with business goals, and robust knowledge management, empowering you to be a conscientious and efficient manager.

**Author Vision:** Effective management is rooted in a blend of self-awareness, strategic business alignment, and knowledge management. Our People Management Skills course equips you with the necessary tools and insights to excel as a dynamic leader in the competitive business landscape.

**What You Will Learn:**

- Information Transformation: Convert information into actionable knowledge to make data-driven decisions that propel business achievements.
- Strategic Thinking: Develop a clear vision, mission, and purpose that resonate with your organization's objectives.
- Performance Excellence: Surpass expectations and inspire your team, fostering trust and loyalty.
- Team Inspiration: Enhance team cohesion and productivity through superior communication skills.
- Innovative Decision-Making: Master problem diagnosis and analysis to make informed, innovative decisions.
- Metaphorical Insight: Utilize metaphors to simplify complex concepts, enhancing your managerial effectiveness.

**Course Outline:**

**1. Knowledge Management**

- Understanding and managing different types of knowledge through the knowledge pyramid.
- The knowledge cycle: Techniques for acquiring, creating, and transferring knowledge beneficially within the organization.

**2. Business Communication**

- Motivation and reasoning: Techniques for energizing your team and simplifying complex ideas.
- Understanding various forms and styles of business communication, including effective presentation and reporting skills.

**3. Management Essentials**

- Developing a strategic mindset through clarity in strategy, mission, vision, and purpose.
- Essentials of goal-setting, task delegation, and work management.
- Enhancing self-awareness and setting personal expectations.

**4. People Management**

- Exploring various management models and their effective application.
- Setting and aligning team expectations with organizational goals.
- Techniques for effective behavioral management and motivation.
- Using metaphors to enhance understanding of complex ideas.

**5. Problem Solving**

- Effective problem management, diagnostics, and analytics.
- Scaling solutions to meet organizational and team needs.
- Innovation in problem-solving and decision-making to achieve impactful results.