

Course Synopsis

People Management Made Easy.

Course Outline	A full day course running from 9am – 4pm with a break for lunch. During the course of the day we teach you how to take the headache out of people management, from induction through to exit interviews and everything in between. You will leave the day with a simple, effective and easy to use process and set of templates to take away and implement into your business.
Objectives	<p>Having the knowledge and confidence in knowing exactly what to say, when to say it and how to say it is essential in successful people management, during the course of the day we will teach exactly that in simple yet effective terms meaning when you implement these practices in your business you will reduce the amount of headaches your managers have to deal with, save time and create a culture of more effective and motivated workforce.</p> <p>We will help you identify what gets in the way and stops you dealing with management issues that need to be dealt with and give you the tools to get the job done.</p>
Topics	<p>Trainer led group discussion, practical exercise's and comprehensive delegate notes.</p> <ul style="list-style-type: none"> • Induction • Probation • Regular one to one's • Annual development reviews • Setting SMART objectives • Internal promotion process • Exit interview and what lessons need to be learnt