

Successful People Management and Team Leadership Curriculum

Duration: 2 days

Day 1: Foundations of People Management

Morning Session: Introduction to People Management

- **Welcome and Ice Breakers**
 - Group activities to get to know each other
 - Setting expectations for the course
- **Understanding Leadership Styles**
 - Overview of different leadership styles
 - Identifying your own leadership style
 - Adapting leadership styles to different situations

Mid-Morning Session: Communication Skills

- **Effective Communication**
 - The importance of clear and concise communication
 - Active listening techniques
 - Non-verbal communication
- **Feedback Mechanisms**
 - Constructive feedback vs. criticism
 - Techniques for giving and receiving feedback
 - Role-playing feedback scenarios

Afternoon Session: Building and Managing Teams

- **Team Dynamics**
 - Stages of team development (forming, storming, norming, performing)
 - Roles and responsibilities within a team
 - Strategies for building a cohesive team
- **Conflict Resolution**
 - Common causes of workplace conflicts
 - Conflict resolution strategies
 - Mediation techniques and role-playing exercises

Late Afternoon Session: Motivation and Engagement

- **Motivational Theories**
 - Overview of key motivational theories (Maslow, Herzberg, etc.)
 - Application of these theories in the workplace
- **Employee Engagement**
 - Importance of employee engagement
 - Strategies for increasing engagement
 - Measuring engagement and success stories

Day 2: Advanced Team Leadership

Morning Session: Strategic Leadership

- **Vision and Goal Setting**
 - Creating a vision for your team
 - Setting SMART goals
 - Aligning team goals with organizational objectives
- **Decision Making**
 - Decision-making models and frameworks
 - Techniques for effective decision making
 - Involving the team in the decision-making process

Mid-Morning Session: Performance Management

- **Setting Expectations and Objectives**
 - Creating clear performance expectations
 - Goal-setting techniques for individuals and teams
- **Performance Appraisal**
 - Designing and conducting performance appraisals
 - Addressing performance issues constructively
 - Recognition and reward systems

Afternoon Session: Change Management

- **Leading Through Change**
 - Understanding the change process
 - Strategies for leading teams through change
 - Communicating change effectively
- **Managing Resistance**
 - Identifying sources of resistance
 - Techniques for managing and overcoming resistance
 - Case studies and role-playing

Late Afternoon Session: Continuous Improvement

- **Promoting Innovation**
 - Fostering a culture of innovation
 - Encouraging creativity and new ideas
 - Managing risks associated with innovation
- **Personal Development for Leaders**
 - Importance of continuous learning
 - Creating a personal development plan
 - Resources for ongoing leadership development

Closing Session

- **Reflection and Q&A**
 - Reflecting on key takeaways from the course
 - Open Q&A session for any remaining questions
- **Action Planning**
 - Developing an action plan to apply learnings

- Commitment to follow-up and continuous improvement
- Course feedback and evaluations