FOUNDATIONS OF PEOPLE MANAGEMENT

Professional Certification: Foundations of People Management

Course Code: M023/25

Duration: 16 Hours

Delivery Format: Hybrid

Target Audience:

This course is designed for professionals who are new to project management or seeking to enhance their project management skills. It is suitable for project team members, aspiring project managers, and individuals involved in managing or coordinating projects across various industries.

Program Outcomes:

Upon completion of this program, participants will be able to:

- Familiarize themselves with different leadership types and determine when to apply them.
- Shift their mindset from an individualistic perspective ("I") to a collaborative one ("we") to foster teamwork.
- Apply effective delegation techniques for improved task management and team empowerment.
- Develop strategies for building influence and persuasion skills.
- Empower team members through recognition, feedback, and development plans.

Detailed Syllabus

Module 1: Introduction to Leadership

Outcome: Participants will gain an overview of different leadership styles and understand the importance of leadership in managerial roles.

Topics:

- Overview of different leadership styles.
- Importance of leadership in managerial roles.

Activities:

- Interactive lectures on leadership theories.
- Group discussions on leadership styles.

Assessments:

- Short answer questions on leadership styles.
- Case study analysis of effective/ineffective leadership.

Module 2: Mindset Shift - "I" to "We"

Outcome: Participants will be able to differentiate between an individualistic ("I") mindset and a collaborative ("we") mindset and understand the benefits of the latter for team empowerment.

Topics:

- Understanding the "I" mindset and its limitations
- Benefits of adopting a "we" mindset to empower team members

Activities:

- Group discussions on the impact of individualistic vs. collaborative approaches.
- Team-building exercises designed to foster a "we" mentality.

Assessments:

- Reflective journal entries on personal mindset shifts during the course.
- Group project evaluating the effectiveness of a "we" mindset in a given situation.

Module 3: Delegation Techniques

Outcome: Participants will be able to explain the importance of delegation and apply techniques for identifying suitable tasks for delegation.

Topics:

- Importance of delegation in effective leadership.
- Identifying tasks suitable for delegation.

Activities:
- Practical exercises on assigning tasks to team members based on skills and workload.
- Case studies analyzing the consequences of effective and ineffective delegation.

Assessments:
- Scenario-based assignments requiring participants to delegate tasks.
- Development of a delegation plan for a specific project.

Module 4: Influence and Persuasion

Outcome: Participants will be able to define the role of influence in leadership and employ strategies for building influence and persuading others.

Topics:
- Understanding the role of influence in leadership.
- Strategies for building influence and persuading others.

Activities:
- Discussions on ethical considerations in influence and persuasion.
- Role-playing exercises in persuasive communication.

Assessments:
- Persuasive presentation on a proposed idea or solution.
- Case study analysis of a leader's use of influence and persuasion.

Module 5: Empowering Talents

Outcome: Participants will be able to identify and nurture talents within their teams and apply strategies to empower team members effectively.

Topics:
- Identifying and nurturing talents.
- Strategies to empower talents effectively to empower team members.

Activities:
- Workshops on providing constructive feedback and recognition.

- Exercises on creating individual development plans for team members.

Assessments:
- Development of a performance feedback plan for a team member.
- Creation of a sample employee development plan.

Module 6: Case Studies and Best Practices

Outcome: Participants will be able to analyze real-world examples of effective leadership and identify best practices in leadership, delegation, and influence.

Topics:
- Review of real-world case studies showcasing effective leadership in leadership, delegation, and influence.

Activities:
- In-depth analysis of provided case studies.
- Group discussions to identify key takeaways and best practices.

Assessments:
- Written reports analyzing the effectiveness of leadership strategies in the case studies.
- Group presentations comparing and contrasting different leadership approaches.

Module 7: Action Planning and Goal Setting

Outcome: Participants will be able to develop a personal action plan for adopting and implementing a more effective leadership style.

Topics:
- Developing a personal action plan for adopting and implementing a more effective leadership style.
- Goal-setting techniques for leadership development.

Activities:
- Individual reflection on current leadership strengths and weaknesses.
- Guided exercises to create specific, measurable, achievable, relevant, and time-bound (SMART) goals.

Assessments:

- Submission of a personal leadership development action plan.
- Presentation of key goals and strategies from the action plan.