

Sample:

People Management Course



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Selected Slides

HOUSEKEEPING



OBJECTIVES



- Explore best practices for communication
- Practice effective delegation
- Generate solutions for accountability
- Differentiate among methods of influence
- Modify your approach to meetings

COMMUNICATION

QUIZ

KEEP YOUR FOCUS

6 Cs OF COMMUNICATION

CLEAR to avoid confusion	COORDINATED so it doesn't get lost with other messages
CONCISE because we don't have time to read	CREDIBLE because if we don't trust, we don't believe
COMPELLING so we pay attention in the first place	CONSISTENT so it doesn't conflict with other messaging

IDEAL STATE



PERSPECTIVE



ASSERTIVE COMMUNICATION SCRIPT

What do I do well
regarding communications?



What can I improve about
my communications?



LET'S TAKE A BREAK

DELEGATION

STEPS TOWARD DELEGATION

DELEGATION PROCESS

1. Prepare
2. Assign
3. Confirm
4. Commit
5. Avoid
6. Accountability

DELEGATION ACTIVITY

INSTRUCTIONS:

1. Name your strengths (2 per person...quickly!)
2. Paul chooses a Team Manager
3. Managers read page
4. Manager delegates tasks



ACCOUNTABILITY



ACCOUNTABILITY



1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

A = Myself
B = My Team
C = My Organization

BRAINSTORMING ACCOUNTABILITY

1 KEEP WORK ON TRACK	2 COMMUNICATE CANDIDLY
3 COLLABORATE ACROSS THE COMPANY	4 LEARN FROM SUCCESS AND FAILURE

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LET'S TAKE A BREAK

Participant Workbook

Introduction to People Management Workbook

Delegation

Realization

Observation

Collaboration

Evaluation

Delegation

I do

I do,
you watch

We do

You do,
I watch

You do

1. Prepare

4. Commit

2. Assign

5. Avoid

3. Confirm

6. Accountability

What can I delegate?

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Introduction to People Management Workbook

Accountability

Conversation

Follow up

Performance

SMART

Feelings

Notes

Keep work on track

Communicate candidly (good/bad news)

Collaborate across the company

Learn from success and failure

fixit

SEVCIK TALENT SOLUTIONS

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Introduction to People Management Workbook

How will my meetings improve?

Best practices/Other notes:

16 Personalities

Next Steps:

1. Reflect on the class

2. Act on your learning

3. Connect with a peer. I will connect with _____.

Thank you!

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