

# Managing People and Performance

How do you manage people so that you get the very best out of their talent? How can you develop your people so they 'go the extra mile' for the organisation? How can your management style positively impact on under-performers as well as high-flyers?

Managing people should never be left to chance...or who knows what opportunities can be missed?! If you know the dos and don'ts of management (including the broad legal backdrop to your role), you are free to confidently nurture individuals in your team and unlock their talent to best effect in the organisation.

Every manager wants to see people perform at their best, but performance is a personal thing. Exploring the value and use of Personal Development Plans (as well as other development tools) will fix a focus to 'individual' learning and lasting behavioural change.

This course will place the emphasis on taking a pro-active approach to these issues. It will look at current thinking on how to communicate with your people, motivate and develop them by adopting appropriate and flexible management styles to ensure you get the best performance from all members of your team.

## What is this course about?

The aim of this course is to provide an introduction to the best practices around managing people and their performance within the work environment.



### Who is this for?

- Individuals who are new to managing people
- Individuals with some previous management experience who wish to up date their skills
- Typical job titles would include: Supervisors, Team Leaders, Team Managers, HR Advisers, HR Managers
- Relevant to all sectors and sizes of organisation

### What are the learning objectives?

At the end of this course participants will be able to:

- Explain the basic principles, including the legal framework, of people management and managing for performance
- Relate the current theories of motivation and teamworking to the work environment
- Utilise management styles appropriately for effective people management and managing for performance
- Implement effective Personal Development Plans (and other tools) for improved staff performance

### How will participants benefit?

- Increases confidence to manage people more effectively for the benefit of the organisation and the employees concerned
- Provides the opportunity to practice performance tools and techniques within a safe learning environment

- Creates awareness of procedural structures surrounding the management of poor performance (minimising the risk to the organisation, avoiding employment tribunals, etc.)
- Provides a structured way to develop under-performers as well as high-flyers, developing capability for staff retention

Follow up activity could include; Employment Law, Restructuring Your Organisation (short courses), Certificate or Diploma in Management Studies.

### About the University of Gloucestershire

Successful organisations are built on expert knowledge and dynamic skills underpinned by the right attitudinal approach and values that support organisational change, growth and sustainability. The University of Gloucestershire has a strong track record of delivering business related undergraduate, postgraduate and professional courses to support staff in professional, management and leadership roles.

### Managing People and Performance

One day course

#### How to book

To book please visit:

[www.glos.ac.uk/shortcourses](http://www.glos.ac.uk/shortcourses)

#### Duration

One day

#### Course Fee (per person)

£175 + VAT

#### Dates

Visit our website for the latest dates

#### Location

Park Campus  
University of Gloucestershire

#### For directions go to:

[www.glos.ac.uk/travel](http://www.glos.ac.uk/travel)

#### Tutor

John Hepworth

#### Contact us

To discuss the course in more detail call the University of Gloucestershire's Centre for Enterprise and Innovation, tel: **01242 714104** or email [shortcourses@glos.ac.uk](mailto:shortcourses@glos.ac.uk)



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