
BELIEVING IN AUTHENTIC LEARNING

Training Program

MANAGING PEOPLE

PACE

PACE Institute of Management





PACE SCHOOL OF LEADERSHIP & MANAGEMENT
A Member of PACE Institute of Management

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Managers succeed or fail based on their people management skills. Getting staff to perform well requires a specific set of skills. This course deals with people management issues, using a fresh, modern and practical approach. You will be provided with practical advice on developing your own unique management style and skills to develop a results-driven team by improving and adapting your own skills so that you can achieve results through your own team members.



PROGRAM OBJECTIVES



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On completion of this course you will:

- Understand the importance of both managing and leading your team;
- Start developing your own management style and adapt it for different situations;
- Have a clear strategic plan for your department/section/team;
- Know how to create a motivating environment for your team;
- Achieve higher levels of performance in your team.

TARGET PARTICIPANTS

This course is particularly suited for leaders, managers, and individuals involved in managing people or a department.



PROGRAM CONTENT

Part I: Philosophy of Managing People

- Main principles in managing people:
 - Methods to get people to want to do what they are supposed to do;
 - Specific challenges facing when motivating others.
- Role of the managers:
 - Necessary competence & skills to increase your effectiveness in current roles;
 - The ethical leadership and the value of your organization.
- Attitude toward your staff:
 - Understand the factors which enable a team work;
 - Build a relationship of mutual respect based on emotion and value of each staff member.

Part II: Methodology of Managing people

- Evaluate the employees performance through their:
 - Competence;
 - Attitude;
 - Achievement.
- Motivate the employees by:
 - Effective methods;
 - Manage and lead people effectively.
- Organize the employees by:
 - Methods of delegation and work allocation;
 - Methods of recruiting and selecting staff.
- Communicate with employees by:
 - Empathic listening;
 - Methods to deliver effective feedback.
- Learn to resolve the contradictions & conflicts flexibly in different situations.



PACE

INSTITUTE OF MANAGEMENT

PACE is an influential management institute in Vietnam, a pioneer in helping businesses improve their management and develop their leaders at all levels. Currently, PACE has **8 affiliated schools** (about 8 key specializations in the field of management: *General Management, Human Resources Management, Financial Management, Marketing Management, Sales Management, Production Management, Supply Chain Management, and Project Management*), **6 member companies**, and **8 global partners**.

PACE's mission is "to contribute to shaping a new business society in Vietnam by developing leadership capacity, professional capability and ethical standards for individuals, organizations and community."

To achieve its mission, PACE focuses on the following areas: (1) **Corporate Training**; (2) **Management Consulting**; (3) **Book Publishing**; (4) **Economics & Management Research**; and (5) **Seminars & Conferences**. In addition, PACE also initiates and manages several not-for-profit educational projects. Each of PACE's activities and non-profit projects plays a collaborative role in broadening and developing the educational and intellectual advancement of leaders across sectors and building opportunities for youth and young professionals to become competent and innovative leaders in Vietnam.

With 20 years of experience in "**Developing Leaders & Professionals for Business & Society**", PACE has launched more than 110 training programs, with thousands of courses, for more than 200,000 leaders and managers of companies operating in Vietnam, and Vietnamese senior government officers at both central and provincial levels.



PACE Institute of Management

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