

BELIEVING IN AUTHENTIC LEARNING

Training Program

MANAGING PEOPLE

PACE Institute of Management

PACE



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

MANAGING PEOPLE



Managers succeed
or fail based on their people
management skills



Training Program

MANAGING PEOPLE

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 INFORMATION

TARGET PARTICIPANTS

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

PROGRAM OBJECTIVES

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.



DURATION & TUITION

- Duration: The total duration of the program is **04 sessions** (equivalent to 12 hours). You can choose to study in the evening, weekdays or weekends. Please see the detailed schedule of upcoming courses on PACE's website: www.PACE.edu.vn.
- Tuition: For the official fee and preferential policy for early fee transfer or group registration, please see details on PACE's website www.PACE.edu.vn or contact PACE's Training Consulting and Training 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 is highly respected for the pioneer work through empowering businesses in their management and developing leaders at all levels so that businesses can grow strongly in local and global markets.

PACE is well known for a comprehensive global partner system focus on management with **eight affiliated schools** (specializing in the fields of management, including general management, HR management, financial management, marketing management, sales management, production management, supply chain management, and project management), **eight member companies** (specializing in eight management areas), and **eight global partners** (the world's leading organizations in different management areas).

Since the establishment, PACE's mission has been to *develop high-performance leaders and certified professionals for business and society*.

To achieve its mission, PACE focuses on the following core services in management field: (1) **PACE Training**, (2) **PACE Consulting**, and (3) **PACE Books**.

In addition, since 2007 PACE has also initiated and managed **PACE Non-Profit Organizations** (PACE NPO) including a number of not-for-profit educational initiatives to realize PACE's mission in comprehensive and impactful ways.

With more than 25 years of experience in developing leaders and professionals for business and society, and with the first and unique global partner system of management in Vietnam, PACE provides powerful and applicable solutions to help leaders and their teams address important issues of businesses at all levels.



PACE Building

195-197 Nguyen Thai Binh Street, Ben Thanh Ward, Ho Chi Minh City
(former District 1, Ho Chi Minh City)

PACE Building

341 Nguyen Trai Street, Cau Ong Lanh Ward, Ho Chi Minh City
(former District 1, Ho Chi Minh City)

Hanoi Office

Coalimex Building (Floor 2) , 33 Trang Thi Street, Cua Nam Ward
(former Hoan Kiem District)

☎ (028) 3837.0208 (HCMC)

☎ (024) 3646.2828 (Hanoi)

✉ contact@PACE.edu.vn

🌐 www.PACE.edu.vn