

Managing People

Managing people requires many skills. There is also a need to be aware of the increasing number of legal requirements in managing a business.

Amba-QA offers a range of modules that can be combined in any way to suit the needs of your business. They provide both an understanding of the ideas and issues involved in managing people and give practice in applying some of those ideas. To help in their understanding of some aspects of behaviour, delegates will be given opportunities to explore their own attitudes and preferred behaviours: through personal audits and inventories.

The modules present both the advantages and the difficulties of managing according to what is currently regarded as 'best practice'. Team exercises are assigned so that delegates can practice and confirm what they have learned. The delegates present the results of the exercises so that their presentation skills are immediately applied. A set of notes is provided for each delegate. This includes a training file so that the delegates can retain copies of their exercises.

The aim of seminars is to provide both an understanding of the ideas and issues involved in managing people and practice applying some of those ideas and keep up-to-date with the ever-changing legal requirements. Modules are available, as follows:

- ◆ Equal opportunities and legal aspects of managing people;
- ◆ Staff handbook and contracts of employment
- ◆ Teamwork, leadership, training and development people;
- ◆ Performance management and motivation
- ◆ Structure, culture, performance and motivation;
- ◆ Coaching. Mentoring, communications and influencing;
- ◆ Influencing and negotiating skills;
- ◆ Improving communications and presentation skills;
- ◆ Time management;
- ◆ Management of change;

Other Courses Linked to Managing People

When it comes to changing culture, some of the quick and relatively easy changes come from having a reliable health and safety system in place. Amba-QA Limited offers other courses that can be combined with managing people, such as:

- ◆ Health and safety
- ◆ Quality management and auditing
- ◆ Quality tools
- ◆ Project management