

## Modules:-

**Module 1: What's it all about?**

**Module 2: The keys to... effective motivation**

**Module 3: The keys to... effective communication**

**Module 4: The keys to... effective Coaching**

**Module 5: The keys to... effective team building**

**Module 6: The keys to... effective performance management**

**Module 7: The keys to... effective change management**

**Module 8: The keys to... Managing High Emotional Intelligence**

# EFFECTIVE PEOPLE MANAGEMENT SKILLS

COMFORI SDN BHD

## Objectives

- understand the manager's role
- motivate teams and individuals
- communicate goals and objectives
- coaching effectively
- develop high Emotional intelligence
- deal with poor performance issues
- manage change

The most important skill in business is the ability to manage people – important to the organisation, so that its objectives are achieved, and important to the individual, so that they maximise their career progression opportunities. For those who have had little or no formal management training – or who require a refresher – this course is the ideal starting point.