

# MANAGING PEOPLE

Being an effective manager of people is a skill that every manager needs. This unit provides managers with the theory, tools and techniques needed to better understand self and others.

Through this foundation unit, participants are introduced to the current literature and practices of understanding, employing, developing and supporting people. Of equal importance is the introduction to managerial competencies, the notion of the reflective practitioner, the skills of academic research and writing and the higher-order thinking skills of analysis, synthesis and evaluation.

The four learning dimensions of the unit provide the framework for twelve interrelated topics.

## Learning Outcomes

At the completion of this unit, participants should be able to:

- » Analyse self critically, seek and evaluate feedback from others
- » Analyse and apply the concepts of reflective practice
- » Critically examine different ethical frameworks and behaviours
- » Understand and utilise models of managerial competence
- » Recognise, manage and motivate different personality types and diverse levels of emotional intelligence
- » Identify and manage individual personality differences
- » Analyse and develop human resource management requirements linked to business plans and objectives
- » Understand and demonstrate skills in recruitment and selection
- » Understand and apply key concepts in the development of induction and exit procedures and policies
- » Assess, formulate and negotiate employment terms and conditions based on the concept of the psychological contract
- » Critically examine the application of performance reviews in the context of individuals and teams working within an organisation
- » Plan and negotiate work objectives for both individuals and teams, including financial and non-financial rewards
- » Understand conceptual models of motivation and their application for individuals and teams
- » Design, evaluate and implement employee development opportunities and activities
- » Analyse the work/life balance and its effect on performance in the workplace
- » Develop strategies for coaching, mentoring and counselling
- » Assess and apply career development programs for self and others
- » Integrate the eight underpinning concepts of the course into a conceptualisation and practice of managing people

» **MANAGING PEOPLE LEARNING DIMENSIONS**

