

PEOPLE MANAGEMENT SERIES

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CHAMBER 
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People Management

This professional development series helps you build your people management skills to deal with the human aspect of business success. The series consists of 7 x 2 hour group sessions, including a final session to reflect, adopt and plan.

This immersive process, with post-session action planning, and progress-checkpoint calls, allows you to put theory into practice. Expert facilitators will guide your discussions, identify common pain points and provide insights that you can take away and use with your team to overcome day-to-day management challenges you face.

Limited to only 12 participants, this small group format is designed to encourage valuable connections with other managers. You'll support one another and share ideas along your journey to become better people leaders.

Details

Number of sessions: 7 x 2-hour sessions

Meet every week, spread over 7 weeks

Cost:

This course is registered with the Regional Business Partner Network (RBPN), therefore participants may qualify for support for up to 50% off the course cost. For more information, please email sandra@commerce.org.nz.

Content

SESSION 1: Transition from being a doer of the work, to a manager of people who do the work.

Attendees will learn:

- About *learning* to manage people.
- About professional identity.
- Clarify the steps in your management/leadership progression.
- Set goals & intentions.

So you can:

- Be clearer about what you are trying to do and how to do it.
- Appreciate people management as a crucial part of organisational life and society.
- Catch more of what drifts past.

SESSION 2: Develop your ability to communicate baseline expectations with new and existing team members.

Attendees will learn to:

- Clarify and communicate expectations.
- Implement effective feedback systems.
- Manage conflicts effectively.
- Utilise negotiation in management.

So you can:

- Set clear expectations tailored to different work styles.
- Foster teamwork through effective communication.
- Implement feedback mechanisms for alignment.

Content

SESSION 3: Employer obligations and navigating employment law pitfalls.

Attendees will learn:

- Managing performance issues, avoiding bullying.
- Dealing with incapacity, both physical and mental health.
- Disciplinary processes and warnings.
- Restraining former employees from unfair competition.

So you can:

- Ensure correct initial employment agreements.
- Implement legally compliant 90-day trial periods.
- Establish effective performance management processes.
- Handle disciplinary matters fairly and efficiently.

SESSION 4: Nailing the basics of building your employer brand.

Attendees will learn:

- Why employer branding is important.
- What your Employer Value Proposition is.
- How to attract and retain talented people.
- How to have your staff be proud brand promoters.

So you can:

- Build & develop your employer brand.
- Compete on culture rather than staff benefits.
- How to communicate your employer brand to current and future potential employees.

Content

SESSION 5: Managing poor performance and recognising high achievers.

Attendees will learn:

- Identifying signs of poor performance and causes.
- Developing effective improvement plans.
- Recognising, rewarding high performers, and ensuring fairness.

So they can:

- Manage performance proactively, foster support.
- Implement fair recognition.
- Cultivate continuous improvement, readiness to address issues confidently.

SESSION 6: Conversations that Matter: Getting the most from your 1-2-1's.

Attendees will learn:

- How to have an effective 1-2-1 meetings.
- Communication skills for building trust and rapport.
- Collaborative goal setting and fostering accountability.
- Feedback exchange techniques for growth.

So they can:

- Design meetings staff look forward to.
- Support your team to achieve goals and build relationships.
- Meetings that feel positive and engaging.
- Get the most out of meetings and leave with clear expectations.

Content

SESSION 7: Reflections, plans for adoption of learnings and next steps for participants.

Attendees will REFLECT ON:

- What they have heard.
- What fits them best.
- What they relish and what they dread about people management.
- Progress and next steps.
- What support the cohort offers next/now.

So they can:

- Keep making progress.
- Make the most of the workshop series.
- Have fun doing their thing.
- Appreciate what they are good at.
- Work with others to be awesome.
- Offer and accept support.



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