

Developing people in the workplace

Course Objectives

- Developing cooperation skills: Providing participants with the necessary skills to work effectively in work teams, and enhancing communication and cooperation with others.
- Building Successful Teams: Learn how to build high-performance teams and foster positive interactions among team members.
- Promoting trust and psychological safety: Understand the importance of trust in teams and provide strategies for building trust and enhancing psychological safety in the work environment.
- Conflict Resolution: Learn effective techniques for resolving conflicts in teams and promoting understanding and cooperation among team members.
- Developing decision-making skills: Providing participants with tools and frameworks for effective decision-making in the context of teamwork.
- Empowering and Motivating Teams: Learn how to empower and motivate team members to achieve high performance and achieve common goals.
- Managing Virtual and Remote Teams: Learn strategies for managing remote teams and virtual collaboration effectively.
- Maintaining high performance teams: Enhancing participants' skills in evaluating team performance, providing feedback, and achieving continuous improvement.
- Promote Diversity and Integration: Learn how to leverage diversity in teams and create complementarity between members' skills and opinions.
- Applying concepts to real-life work scenarios: Providing opportunities for participants to apply the acquired concepts and skills to real-life scenarios and problems they face at work

Course outline

- Examining the expectations and requirements of people
- Determining groups and individuals for whom the manager has responsibility
- Diversity in the workplace
- Understanding the causes of conflict in the organization

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- Promotion of work/life balance
- Administering people in accordance with guidelines and career pathways
- Being aware of and understanding organizational policies (diversity, substance and alcohol abuse etc.)
- Understanding the variety of documentation required to manage people
- Managing career development of people
- Support structures within the organization
- Techniques for managing interpersonal conflict
- Techniques for supervision and formal appraisal
- Methods of ensuring fair and objective assessment/appraisal
- Methods to monitor, evaluate and record individual feedback
- Reporting performance appraisal including the importance of confidentiality
- Promotion of a healthy life-style
- Learning styles and the range of training/development opportunities available
- Mechanisms to provide appropriate feedback to individuals
- Career development strategies
- Appropriate recording systems