

SKILL – PEOPLE MANAGEMENT (CPIP)



1) DESCRIPTION OF THE TOOL

This tool is for self-learning and helps you understand people around you and clarify your expectations by specifying how much time and effort you want to invest. One role of a people manager is empowering employees and inspiring others. This tool helps you be patient, inspire and deliver your knowledge to people in companies to achieve (greater) performance.

Name of the tool: 5 ways to people management

Time: 15 minutes

Environment settings: Indoor & Outdoor

2) OBJECTIVES OF THE TOOL

- ✚ Applying people management skills to connect goals and values.
- ✚ Setting realistic goals for ensuring an effective people management approach.
- ✚ Developing self-awareness and practicing people management skills using a 5-way method

3) CONNECTION OF THE TOOL WITH THE SKILL

This tool is fully connected with the people management skill because it provides a clear vision of what you would like to achieve through inspiration and motivation. The connection of this tool with the skill demonstrates that setting goals puts you in the driver's seat of your life. Even just by writing down goals, you are actively acknowledging what you want out of life or work. This tool gives you the chance to inspire other people by making full use of your existing skills and knowledge.

4) RESOURCE MATERIALS

The following resources materials are needed to successfully practice this tool:

- ✓ 5-way Worksheet
- ✓ Pen

5) HOW TO APPLY THE TOOL

Step 1: Take some time to really think about what you would like your work or life to look like. What does your ideal future entail?

Step 2: Before you write down the first goal that comes to mind, take time to brainstorm as a team. Think about the current situation at work and what your team needs most.

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Step 3: Now imagine you are a trainer in your company (or in another company). Starting from your experience at work but also outside of it (life, social circle) follow the 5-way method (CONNECT-GIVE-BE ACTIVE-KEEP LERANING-TAKE NOTICE) and complete each section with the information you would deliver as a trainer in a company to connect employees and employers and achieve greater (work) performance. Be realistic about what you can and can't be directly responsible for and prepare your 'training scenario'.

5-way method



What/How to (connect)?



What/How to (give)?



Why/How to (be active)?



Why/How to (keep learning)?



Why/How to (take notice)?

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Reflect on: How well you need to master people management skills to be able to teach others information that will bring productivity and performance to the workplace?

6) WHAT TO LEARN

- Learn how to inspire others by making full use of your existing people management skills.
- Learn how to apply people management skills in leading positions.
- Learn how to identify, analyse, select and deliver key information on people management skills.



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