

# SKILL – PEOPLE MANAGEMENT (CPIP)



## 1) DESCRIPTION OF THE TOOL




This tool is for learning with support from professionals/trainers and helps you delegate do's and don'ts when dealing with people management approach. Delegating can succeed or fail, depending on how you do it. In a developed company this would look more at encouraging innovation and getting people who do the job daily to suggest improvements that can save time and money.

**Name of the tool:** Do's & Don'ts of people management

**Time:** 30 minutes

**Environment settings:** Indoor & Outdoor

## 2) OBJECTIVES OF THE TOOL

-  Managing delegation skills in a successful way
-  Categorising people management skills for leaders and managers
-  Developing self-awareness and practicing people management skills

## 3) CONNECTION OF THE TOOL WITH THE SKILL

This tool is fully connected with the people management skill because it helps you use delegation skills in a positive way. It also helps you distinguish between leaders and managers and gives you the freedom to decide which are the approaches of a leader and which are those of a manager.

## 4) RESOURCE MATERIALS

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

- ✓ Delegation Do's & Don'ts of people management Worksheet
- ✓ Worksheet with approaches for leaders and managers
- ✓ Scissors and glue
- ✓ Pen

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## 5) HOW TO APPLY THE TOOL

**Step 1:** The facilitator explains the skills and approaches from the given list and Do's and Don'ts list.

**Step 2:** Then the facilitator asks participants (individual or in group) to cut the boxes at the bottom out and put them in one of the two columns where they belong for 'Leaders' or 'Managers'.

**Step 3:** At the end, the facilitators ask to complete the Do's and Don'ts to delegate and improve their people management skills.

| Leaders | Managers |
|---------|----------|
|         |          |

|                  |                             |                                    |                                       |
|------------------|-----------------------------|------------------------------------|---------------------------------------|
| Vision and goals | Productivity and efficiency | Lead innovation and have followers | Manage the work and have team members |
| Long-term vision | Short-term vision           | Proactive                          | Set direction                         |
| Plan detail      | Want achievement            | Want results                       | Reactive                              |

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## SOLUTION:

|                                    |  |  |  |
|------------------------------------|--|--|--|
| Vision and goals<br><b>LEADERS</b> | Productivity and efficiency<br><b>MANAGERS</b> | Lead innovation and have followers<br><b>LEADERS</b> | Manage the work and have team members<br><b>MANAGERS</b> |
| Long-term vision<br><b>LEADERS</b> | Short-term vision<br><b>MANAGERS</b>           | Proactive<br><b>LEADERS</b>                          | Set direction<br><b>LEADERS</b>                          |
| Plan detail<br><b>MANAGERS</b>     | Want achievement<br><b>LEADERS</b>             | Want results<br><b>MANAGERS</b>                      | Reactive<br><b>MANAGERS</b>                              |



|   |
|---|
| Be clear about your team's level of authority                                   |
| Be patient and active listener. Let others grow                                 |
| Delegate your unique ability activities   |
| Underestimate your team's capabilities  |
| Expect people to read your mind   |
| Clarify your expectations by specifying how much time you want people to invest |

## SOLUTION:

|   |
|---|
| Be clear about your team's level of authority <b>DO</b>   |
| Be patient and active listener. Let others grow <b>DO</b> |

# SKILL – PEOPLE MANAGEMENT (CPIP)

Delegate your unique ability activities **DON'T**

Underestimate your team's capabilities **DON'T**

Expect people to read your mind **DON'T**

Clarify your expectations by specifying how much time you want people to invest **DO**

## 6) WHAT TO LEARN

- Learn how to positively use your delegation skills.
- Learn how to distinguish between leaders and managers.
- Learn how to improve your people management skills through practical activities.



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