

INTRODUCTION TO MANAGING PEOPLE CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Introduction to Managing People Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Introduction to Managing People Training Course schedule



About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across global companies

PHILIPS

AXCESS
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

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Al Rajhi Bank

DHL

ARASCO
أراسكو



أراسكو

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AMERICAN MEDICAL
ASSOCIATION

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group

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Atos

LEAR
CORPORATION

Importance of Introduction to Managing People Training

- ✓ Managing People Certification is designed to teach professionals about how to manage people well. This certification covers many subjects related to personnel management, such as communication, motivation, conflict, performance, and team. When one successfully undergoes this Introduction to Managing People Certification, they prove their knowledge to be a human resource professional and work towards enhancing a healthy organizational culture. Certified individuals are popular among organizations to lead or manage employees and to know the expectations of employees.
- ✓ Introduction to Managing People Course focuses on providing stable forward momentum for professionals with an imperative awareness of tactics for Managing People efficiently. The course provides enriched knowledge of management evaluation and the theory of organization. It pertains to how to coordinate management processes and situation leadership. In addition, it aids aspirants with detailed information on the role of a leader and various types of leadership. This helps professionals understand that an individual needs certain qualities to flourish as a leader.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Introduction to Managing People Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in Introduction to Managing People can enroll in the Introduction to Managing People Training course.

INTRODUCTION TO MANAGING PEOPLE CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of Introduction to Managing People Training

Lesson 01 – Management Evaluation

1.	Need for Management Skills
2.	Approaches to Management Skills
3.	Principles of Management
4.	Theory of Organization

Lesson 02 – Management Process

1.	Introduction to Management Process
2.	Coordinating the Management Process
3.	Managing Power and Authority
4.	Situational Leadership

Syllabus of Introduction to Managing People Training

Lesson 03 – Overview of Leadership

1.	Introduction to leadership
2.	Role of the leader
3.	Leadership skills
4.	Relationship between leadership and management
5.	Types of leadership
6.	Goleman's styles of leadership
7.	Choosing the appropriate leadership style in any given situation
8.	Qualities of a good leader
9.	Characteristics of leadership
10.	Tools and techniques of leadership
11.	Autocratic and democratic leadership
12.	Free-rein leadership and factors of leadership

Lesson 04 – Motivation and Personal Performance

1.	Basic Motivational Concepts
2.	Basic Characteristics of Motivation
3.	Types of Motivational Theory
4.	Maslow's Hierarchy of Needs
5.	Herzberg's Two Motivating Factors
6.	McGregor's Behavioral Approach
7.	Maslow's Hierarchy of Needs Vs Herzberg's Two-Factor Theory
8.	Vroom's Expectancy Theory

Syllabus of Introduction to Managing People Training

Lesson 05 – Time Management

1.	Introduction to Managing Time
2.	Identify Objectives and Goals
3.	Why is Time Management Important in a Corporate Environment?
4.	Allocating Time
5.	Role of Planning
6.	Creating a Plan
7.	Effective Time Management in Different Organizations

Lesson 06 – Effective Team Management

1.	Team Building
2.	Qualities of Good Teams
3.	Types of Team
4.	Team Behavior
5.	Ways to Build a Successful Team
6.	Steps of Team Development – Tuckman

Syllabus of Introduction to Managing People Training

Lesson 07 – Performance Management

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| 1. | Performance Management Cycle |
| 2. | How to Deal with Poor Performance? |
| 3. | Delivering the Message |
| 4. | Team Support |
| 5. | Helping Others Develop Through Feedback |
| 6. | Goals and Objectives of Managing Performance |

Exam Format of Introduction to Managing People Certification

Examination Format	
Exam Name	Introduction to Managing People Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Introduction to Managing People, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Introduction to Managing People exam.

Contact Us

support@unichrone.com



<https://unichrone.com/>

