



General Management and Development Skills Managing People 17, 18, 24, 25 June 2002

Presenter: Mr Bruce Hill

Facilitators: Mr John Wilson and Ms Melinda Muir

Program Objectives

- ❑ To develop a clear & meaningful understanding of the issues involved in managing people
- ❑ To acquire insights & knowledge concerning the behaviour of individuals & groups
- ❑ To present concepts & models which provide alternative ways of diagnosing & solving problems
- ❑ To share some problems & issues faced by employees & managers on a daily basis

Program Themes:

- ❑ Day 1: Monday 17 June: (09.00-12.30 Dili time)
The role of HR (Human Resources) in the Organisation
- ❑ Day 2: Tuesday 18 June: (09.00-12.30 Dili time)
Creating and Achieving Goals
- ❑ Day 3: Monday 24 June: (09.00-12.30 Dili time)
Building and Managing Successful Teams
- ❑ Day 4: Tuesday 25 June: (09.00-12.30 Dili time)
Leadership

❑ **The role of HR (Human Resources) in the Organisation**

Recruitment, selection, compensation, counselling, training and development career planning, succession planning, job analysis and design, organisational design.

❑ **Creating and Achieving Goals**

Developing a vision and mission, goal setting, feedback, measuring performance.

❑ **Building and Managing Successful Teams**

Why teams, stages of team development, effective communication for teams, using diversity to improve decision-making, problem solving in teams, motivation.

❑ **Leadership**

Leadership versus management, leading change in an organisation, understanding the effects of change, implementing change.

Program Outcomes

- Team effectiveness
- Managing change
- Creative thinking
- Resourcefulness
- Leading employees
- Building relationships

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