



MIME Solutions – Training Courses

Training Course	Description	Who should attend
B. PEOPLE MANAGEMENT		
B.1 Coaching	Practical tools for development and management of personnel through day to day operations and during project and business change.	Personnel providing leadership and guidance for effective team performance.
B.2 Appraisals	How to carry out and complete successful staff appraisals, ensuring individual development and alignment with high level organisational goals.	Personnel with responsibility for the completion of staff appraisals.
B.3 Use of Appropriate Management Styles	Practical demonstration of the use of appropriate management styles for individuals and teams.	Personnel with day to day responsibilities for the management of personnel.
B.4 Managing Teams	Practical demonstration of the use appropriate styles for the management of high performing teams.	Personnel with day to day responsibilities for the performance management of a team (project or operational)
B.5 Objectives & Goal Setting	Tools for the development, evaluation and planning in line with high level organisational goals.	Personnel involved in day to day decision making with an impact on operational and financial performance.
B.6 Team Building	Interactive session to develop a team which has either recently formed or one whose overall purpose has changed	A team – either project or operational – requiring a shared direction or purpose
B.7 Development Planning	Introducing a model for cascading organisational objectives to personal objectives and then linking this to coaching and performance review processes	Personnel with day to day responsibilities for the management of personnel.