

## MIME Solutions – Training Courses

Training Course	Description	Who should attend
<b>B. PEOPLE MANAGEMENT</b>		
<b>B.1 Coaching</b>	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>B.2 Appraisals</b>	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>B.3 Use of Appropriate Management Styles</b>	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>B.4 Managing Teams</b>	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>B.5 Objectives &amp; Goal Setting</b>	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>B.6 Team Building</b>	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>B.7 Development Planning</b>	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.