

Leading teams Leadingand understanding of team processes Implement management tasks with the team

Situation / Need

- As a team leader, you are quite good, but actually, you have never been trained properly.
- Much time passes by in meetings, but the process is inefficient, not inspiring, and the results are meager.
- Team leaders or project managers often have to manage without disciplinary competence. Addressing and enforcing unpleasant things can seem complicated.
- Young team leaders from their own team now also lead previous colleagues. This can bring with it particular personal challenges.
- Team leaders have their specifications, project managers their time targets. Somehow the work happens to be done.
- As a junior manager, you should prepare yourself for your management task.
- Real verve flattens out over time. Team spirit doesn't last long.

Goals - What if your leaders and team leaders very soon ...

- * ... are more confident in their task, inspire their employees, and achieve better results more easily?
- * ... turn teams into real teams - working together constructively and co-creatively?

What managers / team leaders need - potential learning goals / contents

- Gaining authority as a leader and maintaining and strengthening motivation
- Understanding motivation and influencing it with integrity
- To recognize the power of one's convictions: The Pygmalion Effect
- Setting goals and communicating inspiringly
- Defining and bindingly agreeing goals s.m.a.r.t.
- Control to improve and learn: praise, criticism, self-criticism
- Self-awareness of one's leadership style (different models, focus on situational leadership)
- TEAM in contrast to the group: Dynamics of common goals and mutual support
- Recognize work preferences (TeamManagementSystems), consider motivation
- Personal feedback in transfer coaching, which shows the individual potentials.

Outcome

- ❖ The participants are fit to lead the team members individually and the team as a whole.
- ❖ You know how to achieve your performance goals with your team better.
- ❖ You have found your 2-3 central "implementation projects" to improve your team leadership and are implementing them promptly.

Operation

- **Information:** Participants will receive more detailed information and study materials approximately four weeks before the seminar date.
- **Preparation:** We deliver the well-founded print study materials of the Swiss Association for Leadership Education. The participants define their three most important learning goals and select the focal points of their self-study in a targeted way.
- **Kick-off workshop mode:** We enable a trusting working atmosphere in a group of up to 10 participants, which facilitates learning with and from each other: other participants as sparring partners. Concrete action planning for transfer is the project from the beginning: "Kick-Off".
- **Methods:** Workshop, short and impulse lectures, presentation, tools and techniques, exercises in individual and group work, practical exercises, conversation, feedback.
- **Transfer support:**
 - 3-4 weeks after the final module, individual coaching, feedback, and advice on the objectives pursued: Videoconference/telephone.
 - Follow-up day 2-3 months later: The participants clarify new questions and deepen their skills individually, with the learning partner or in the group.

Attendee

- Managers, junior managers, project managers, team leaders
- General requirements: none; advantageous: communication and information;

Organizational matters

- Duration: 2 days - Follow Up: 1 day
- Support from the participant's manager: we support dialogue tools.
- 2-4 weeks preparation for preparatory self-study

Benefits

- Coordination, target group-specific adjustments on request
- Information and preparation tasks for participants in the invitation text
- Study Materials, Exercise Worksheets
- Optional: Microteaching (online conference) for participants' managers
- Realization Seminar / Follow Up
- Photo protocol with presented and elaborated contents, results and scenes (pdf)
- Individual transfer coaching (0,5-1,0 hours per participant)
- Optional: Team Management Systems: personal preference profile with evaluation consulting

Investment

- We will be happy to make you an offer based on a complete package. Let's talk about your wishes and expectations, about details and general conditions!
- Services/Trainers:
 - Two days of seminar, transfer coaching, one-day follow-up
 - Conception, coordination, preparation according to expenditure
 - Transfer support after workshop/ follow up after coordination
- Study materials: per participant € 45
- Travel costs and expenses according to expenditure
- Option TMS Teamwork Preference Profile with Evaluation Consulting (Price depends on quantity)