

## Leadership Intensive Learning Training-Coaching

### Situation / Need

The lower management level has the greatest influence on the performance of employees, especially in knowledge- and innovation-driven areas: flat hierarchies and a high degree of fun at work and learning are the desired working environment. Establishing quality leadership quickly and effectively is a decisive factor for the desired broad impact: team leaders inspire and direct their team members effectively towards goals.

But leadership has to be learned. In the classic format, it took 15-20 days of absence, self-study, and supportive leadership to lay the foundation in essential leadership topics - besides expected performance targets hardly feasible within three months.

Modern learning media and communication channels support learning at any time and in any place. However, didactics and methods that promote personal responsibility and interest rather than consumer behavior are decisive for the sustainable effect. Qualified coaching deepens the understanding and finetunes correct application of content learning in self-guidance using suitable media.

Inspiring personal guidance from an experienced leadership coach, well-founded study materials, and balanced work via virtual channels vs. presence - these are the keys to motivated learning that brings results and pleasure.

### Possible contents (selection by vote)

- Self-management - Using time effectively and efficiently
- Self-management - roles, life balance, developing and setting goals
- Leadership understanding, leadership models, leadership styles, power and authority
- Task and employee orientation
- Lead with goals, consider rapid change
- Develop, define, agree on goals, control development
- Situational Leadership: Maturity levels Competence and motivation
- 4 Leadership styles in situational leadership
- View of the executive: know-it-all or cooperative leadership, VUKA requirements
- The executive as a coach: Where the employee needs the executive in particular
- Typical mistakes and how to avoid them
- Error culture: learning or punishment culture
- Feedback: Giving recognition, solution-oriented critical discussions
- If necessary, escalate pressure constructively
- Understand team leadership and lead it skillfully: Group dynamics etc.
- Agility in Dynamic Environments, Management by Exception
- meeting management
- Solving conflicts with the winning strategy
- Kick-off project: my best employee

### Outcome

- ❖ Participants learn the leadership topics relevant to them most efficiently and sustainably.
- ❖ The motivation for ongoing learning through self-study is strengthened generally.

## Operation

- **Information:** Participants receive a coordinated invitation to their goal-setting workshop.
- **Preparation:** The catalog of topics is prioritised with the manager, specification, and additional topic requests will be discussed.
- **Kick-off workshop:** In this format, we enable a trusting working atmosphere in a group of up to 8 participants, which enables learning together and from each other. The participants define their most important learning topics from the pre-selected catalog of topics. Personal learning goals are documented. We adjust working methods, tasks, and deadlines.
- **Didactics and methods:** the anticipatory self-study focuses on the interactive modules essentially. Understanding and implementation dialogue, short and impulse lectures, presentations, exercises, individual and group work, practical exercises, conversation, learning reflection, feedback.
- **Transfer support:** personal budget for individual coaching; approximately three weeks after the final module, individual telephone transfer coaching, and consultation on the results achieved.

## Attendee

- Managers in/before the first management position, team leaders, project managers
- A recommended maximum of 8 participants per group for further intensive development

## Organizational matters

- Duration usually three months (for ten modules according to topic selection)
- 3 of 10 modules in personal presence
- Support by the participant's manager (preparation, evaluation) is supported by tools if necessary.

## Benefits

- Coordination to the project definition, topic delimitation
- Optional: Microteaching (Web) for participants' managers
- Information for participants as invitation text
- Selection of study materials (preferred: compendio, Switzerland); in-depth reading: according to the choice of topic
- Workshop modules as described above, learning diary, worksheets
  - 30% vis a vis at a central location
  - 70% per videoconference
- Photo protocol with contents and results (pdf) after each module
- Individual transfer coaching and consultation (by telephone, 1.0 hours per participant)

## 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! Orientation for 10 modules (20 hours):
  - 2 Participants: 2x3000€ plus 5000€ for learning guidance, travel expenses
  - 4 Participants: 4x2100€ plus 5000€ for learning guidance, travel expenses
  - 6 Participants: 6x1600€ plus 5000€ for learning guidance, travel expenses
  - 8 participants: 8x1200€ plus 5000€ for learning guidance, travel expenses
- Travel costs and expenses according to expenditure