

Manage your teams

Mastering the basics of management

The essentials of management for executives and team leaders in the service, administration, industrial, technical, engineering or IT fields.

Would you like to strengthen your business knowledge and develop your career?

Do you perhaps simply want to occupy a management position?

Being a good manager requires a constant personal investment. Whether by taking part in a seminar or leadership course or by other means better suited to you, it is important to always be learning and on the lookout for new opportunities.

Teams do not become efficient by chance. Their leaders know how to motivate their staff, communicate and obtain the required results. In addition to their technical skills, they have developed leadership qualities which they use to good effect.

Whatever your field of activity, this seminar will teach you how to master the essential tools to manage, motivate and build a productive team while simultaneously contributing greatly in the long term to your career and your organisation. Understand how to increase your knowledge of yourself and others and thus gain in confidence and assurance in order to create a cohesive framework in which everyone will be motivated and at ease to give their best while communicating clearly with all members of the team.

This seminar, combining distance learning modules and practical exercises in the classroom, will allow you to appropriate the basics of management. It will provide you with the know-how you need to optimise the long-term performance of your team.



Objectives

- > Appropriating the essential management tools for supervising and leading your staff.
- > Discovering how you operate and how your staff operate in order to gain in effectiveness in your working relationships.
- > Testing the communication tools, identifying the mechanisms of motivation and learning to adapt your leadership to manage your staff effectively.
- > Gaining in assurance in the conducting of individual management interviews and team meetings.
- > Constructing an individual action plan to increase your professionalism.



Duration and location

- > Lausanne / Geneva
- > 3+2+1 days from 9am to 17pm



CHF 3'300.-

Member rate

CHF 3'600.-

Non-member rate



Certification

- > Certificate of training completion



Registration

<https://www.cursus-formation.ch/.../managez...>



Program

Defining your role as a team leader

- > Highlighting the importance of your position
- > Asserting your legitimacy as a manager with respect to your superiors and with respect to your staff.

Knowing yourself and knowing others

- > Understanding how you operate and how your staff operate based on a behavioural profile.
- > Using your personal profile to facilitate harmonious working relationships on a daily basis.

Communicating

- > Knowing the principles of effective communication.
- > Knowing how to deal with attacks and criticism.
- > Getting difficult messages across in a tactful and professional way.
- > Helping your staff to express themselves confidently.
- > Learning how to give and receive constructive feedback, whether positive or negative.

Motivating

- > Understanding the mechanisms of motivation.
- > Identifying the levers for motivating your staff.

Directing

- > Knowing your leadership style and understanding its impact on your staff.
- > Being flexible in your management to manage a variety of situations.

Supervising

- > Determining the different contexts of managerial interviews.
- > Understanding the importance of the phases of an interview.
- > Knowing how to conduct the main managerial interviews.
- > Managing and facilitating a team meeting.



Method

- > This seminar, based on a personal behavioural profile, is conducted in a very participatory way. It combines e-learning modules and practical exercises during the training, via experience sharing, case studies and role games. It encourages participants to get to know themselves and others better while simultaneously enabling skills transfer.
- > An e-learning and Behavioural Profile module will have to be completed before the start of the seminar (approximately 30 to 45 minutes).



CICERO-certified training

This training is equivalent to 40 CICERO credits.

To obtain your CICERO credits, please enter your Cicero member number in the "remarks" field.



Target group

- > Any person in an executive or management position who has a team-leading role
- > Any person wishing to occupy a management position and expand their knowledge in the field