

Leading people **effectively**

Leading people means talking to people. Management duties are not limited to leading employees, but also include leading co-workers, supervisors, clients and suppliers. For all these meetings and dialogues, well-defined structures and a large array of possible interventions are used to convince people. In this workshop, you will learn techniques to broaden your personal repertoire.

Key objectives

- Actively shaping meetings and dialogues
- Being aware of different types of influence
- Expanding your personal repertoire of interventions
- Handling emotions with composure
- Balancing self-perception and perception by others
- Identifying your personal strengths and weaknesses when guiding conversations
- Mastering important leadership tools

Course content

- Actively shaping meetings
- Handling difficult employees
- Motivation & demotivation
- Communication in emotionally difficult situations
- Directive or non-directive leadership style
- Goal-driven leadership
- Self-perception and perception by others
- Conversation techniques for delivering negative feedback
- Delivering bad news
- The first 100 days in a new position

Who should attend?

Managers who would like to motivate their employees, supervisors, suppliers or clients. Employees who lead people in project groups and who want to gain the support of others for their plans.

Your benefit

You will learn to increase your efficiency in meetings with precise preparation. Thanks to numerous exercises and feedback provided by other participants, you will get to know your personal strengths and weaknesses in the area of conversation guiding. You will immediately be able to practically apply leadership tools to provide orientation to people and to reach your goals.

Methodology

- Knowledge exchange among attendants
- One-on-one work and group work with personalized exercises
- Practical role-play
- Introductory presentations
- Group discussions to round off all activities
- Peer-to-peer consultation
- Practice and feedback in learning groups
- Reflection on personal experiences

Organisation

- Maximum number of participants: 12
- This workshop can be booked as an in-house event.
- Duration: 3 days
- A, D, CH & CEE-Countries

From now on, I will talk much less and ask many more open-ended questions."

Participant quote