

MANAGER'S ACADEMY I - ENGL.

FOR NEW MANAGERS - OPEN TRAINING IN ENGLISH LANGUAGE

GOALS OF ACADEMY

- To help new managers start their work
- To gain a complete idea of managerial roles
- To adapt procedures and techniques in practical examples
- Learn to solve typical managerial situations
- To build correct managerial attitudes

FOR WHOM THE PROGRAM IS INTENDED

Program is for new managers of all fields and levels, team leaders, group leaders and managers with short leadership practice.

ZDENĚK FIBICH

Head of training program



PROGRAM

Modul 1 – Transition and start tactics

- Basic mistakes in new position
- Defining all managerial roles and responsibilities
- Test – Our own managerial typology
- What are the typical managerial roles
- Building authority in leadership

Modul 2 leadership

- Analysis of current leadership style
- Leadership styles and how to use them
- How to set and communicate goals
- Situational leading style
- Feedback – praise and positive criticism
- Delegating tasks

Modul 3 – Communication in the workplace

- Communication channels in company
- Information and disinformation
- Crisis, operational and preventive communication
- Practical use of body language
- Personal interview, Win-Win communication

Modul 4 – Motivating coworkers

- Value systems and their importance
- Individual and team motivating
- Demotivation and how to prevent it
- Types of employees
- How to prepare motivated workplace
- Motivational tools

Modul 5 – Time management

- Time consuming habits
- Prioritization of activities
- Tasks
- Pareto's rule in practice
- Planning of managerial activities
- Technical tools for effective work

Modul 6 – Meetings and appointments

- Meeting as a tool of leadership
- Techniques for meetings
- Time schedule of meetings
- Efficient use of time in meetings
- Typology of meeting participants
- Managing discussion
- How to prepare for a meeting
- Completion of the program, action plan

PROGRAM ORGANIZATION

2 two-day trainings – total of 4 days, 28 hours.

Start of training at 9:00, end at 17:00.

At the end of 2. part each participant build an action plan.

Participants will receive a Certificate for completion of this program.

FIX-COACHING

Training is always supported by 20minutes phone coaching for better effectivity and application of new skills in practice .

INDIVIDUAL FEEDBACK, SUMMARY REPORT

Company will receive detailed individual feedback report for each trainee.

EDUCATION METHODS

- 60% of time is being used to simulate practical situations
- 3-4 trainings per day with different focus
- 26 trainings and simulations during all 6 modules
- trainer feedback, peer review and self-reflection are important part of training
- training is conducted in coaching style putting responsibility and independence in trainees

PRICES

19 900 CZK without VAT per 1 person

2 people:

19 300 CZK without VAT per 1 person

3 people:

18 900 CZK without VAT per 1 person

Price includes

Complex program 2+2 days, 2x 20 minutes coaching, all materials, lunch, unlimited refreshment, individual feedback and summary report.