



# LICENCE TO LEAD

## Blended Learning Management Course

Management staff play a major role in a company's success. They are responsible for the professional development of each member of staff, are meant to set a good example and help to shape the company's corporate culture by their own managerial conduct.

### The PROAKTIV® Service package:

<b>Training</b>	<p><b>Licence to Lead</b> is a three-part training programme which successfully combines classroom instruction with practical tasks completed at work and interactive web-based training.</p> <p>With our blended learning concept you learn how to lead. Practically relevant and well-grounded. The three-part training programme (classroom sessions, web-based training and on-the-job transfer task) increases your skills as a manager considerably and allows you to deal confidently with all kinds of managerial situations and conversations.</p> <ul style="list-style-type: none"> <li>• <b>Active classroom instruction</b></li> </ul> <p>In four two-day modules which build upon one another we practice and acquire the fundamentals and factors of success of an objective- and employee-oriented managerial style.</p> <ul style="list-style-type: none"> <li>• <b>Interactive web-based training</b></li> </ul> <p>In between the classroom modules the subject matter discussed during the classroom instruction is supplemented and covered in more detail in carefully matched knowledge modules during the web-based training. This phase of the training programme is supervised by an experienced PROAKTIV® tutor.</p> <ul style="list-style-type: none"> <li>• <b>On-the-job transfer tasks</b></li> </ul> <p>The practical tasks that the participants are required to do are arranged together with their supervisors and then carried out at work during the entire training programme. This ensures that the positive changes in their attitude and behaviour experienced in the training programme will be felt at work as well.</p>
<b>Topics</b>	<p><b>Classroom instruction → 4 x 2 days</b></p> <ul style="list-style-type: none"> <li>• Basic principles of professional leadership</li> <li>• Analysing your personal strengths</li> <li>• Conducting job interviews</li> <li>• Styles of management and transparency</li> <li>• Formulating goals</li> <li>• Management by objectives (MBO)</li> <li>• Checking goal attainment</li> </ul>



- Delegating tasks to others
- Praise and recognition
- Conducting critical talks in a constructive manner
- Annual appraisal as progress review
- Conducting group discussions professionally
- Role model function as a manager
- Conducting return-to-work interviews
- Case studies taken from employment and industrial law
- Conducting conflict resolution meetings
- Communicating decisions

## **Interactive web-based training → 30 hours**

- Summary of selected management theories
- Basic principles of communication theory
- Decision making
- Strategic leadership
- Performance-based team building
- Basic principles of typology (e.g. based on LIFO®)
- Management and motivational tools
- The manager in the role of coach
- Behaviour abroad
- Change Management
- Basic principles of self-management and time management
- Structure of organisations
- Basic principles of project management
- Business etiquette

## **On-the-job transfer tasks → 6 Months**

- Each student picks a practical project with the help of their superior before the training programme actually begins. This can be any task with includes a management component. Ideally, the project should last as long as the entire training does, but a number of shorter projects may be carried out instead.

### **Preparation**

Six weeks before the training course begins participants receive documentation containing preparatory exercises. By answering specific questions about their current professional situation as well as their goals and expectations the participants are optimally prepared for the training course. This also ensures that the time in the classroom is used most effectively.

At the end of each classroom module participants receive a preparatory exercise for the next classroom module.

### **Target group**

**Licence to Lead** is tailored for junior and senior management staff who wish to obtain professional training in personnel management. This group of persons can include team leaders, department heads and division managers as well as employees who are in the process of transitioning into a management role.



	<p>During this three-part training course the participants will work on strengthening their own style of leadership, gain confidence in dealing with managerial responsibilities and increase employee motivation in a noticeable way.</p> <p>Class target size: 10 - 12 participants</p>		
<b>Dates Classroom instruction</b>	1. Modul	Wednesday + Thursday	03. + 04. July
	2. Modul	Monday + Tuesday	02. + 03. September
	3. Modul	Monday + Tuesday	14. + 15. October
	4. Modul	Wednesday + Thursday	11. + 12. December
	Session times: 9.30 am to 6.00 pm each day		
<b>Conference hotel</b>	Sheraton Offenbach Hotel Am Büsingpalais Berliner Straße 111 63065 Offenbach am Main	Tel.: +49 (0) 69 / 82999 - 0 Fax: +49 (0) 69 / 82999 - 800 Mail: <a href="mailto:offenbach@sheraton.com">offenbach@sheraton.com</a>	
<b>Trainingsnr.</b>	OT-L2L/09.19 Offenbach		
<b>Investment</b>	4.300,00 € net		
<b>Included are</b>	<ul style="list-style-type: none"> <li>• 720.00 € net, conference package</li> <li>• Written preparatory exercises</li> <li>• 8 days intensive classroom instruction (modular format 4 x 2 days)</li> <li>• 30 hours web-based training</li> <li>• Compilation of a profile of the participant's strengths including recommendations for future development on the final day of the training course</li> <li>• Active supervision from the PROAKTIV® web-tutor</li> <li>• Assistance with the on-the-job transfer task</li> <li>• Assessment of the exercises and tests</li> <li>• Course documentation</li> <li>• The PROAKTIV® compendium</li> <li>• The PROAKTIV® course textbook</li> <li>• Course certificate</li> <li>• Certification of the ECTS credit points</li> </ul>		
<b>Registration</b>	PROAKTIV® Akademie Beethovenstraße 5-13 D-50674 Köln <a href="http://www.proaktiv-online.de">www.proaktiv-online.de</a>	Tel.: +49 (0)221 / 4 85 38 38 E-Mail: <a href="mailto:info@proaktiv-online.de">info@proaktiv-online.de</a>	

The General Terms and Conditions of the PROAKTIV® Akademie apply. Under reservation of the right to make changes for organisational reasons.