

## PROFESSIONAL LEADERSHIP

### Certified Blended Management Training

Management staff play a major role in your 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® Package for lasting results

#### Training

Professional Leadership is a three-part training programme which successfully combines interactive on-site training with practical tasks completed at work and self-paced web-based training.

With the PROAKTIV® blended training concept you benefit from world-class knowhow and learn how to lead with a professional and conscious leadership style. The three-part training programme (on-site sessions, web-based training and on-the-job transfer tasks) increases your skills as a manager considerably and allows you to deal confidently with all kinds of managerial situations and conversations.

#### **Active on-site training**

In two two-day modules and one day as live online module which build upon one another we practice and acquire the fundamentals and success factors of three-dimensional leadership, focusing on people, corporate culture and results. If requested, a sixth training day will follow as a live online module.

#### **Interactive web-based training**

In between the on-site modules the subject matter discussed during those sessions is supplemented and covered in more detail in carefully matched online modules during the web-based training. This phase of the training programme is supervised by an experienced PROAKTIV® tutor.

#### **On-the-job transfer tasks**

To utilize the positive changes in attitude and behaviour for everyday leadership, the participants perform practical tasks in-between the training modules. The tasks are arranged together with their supervisors and then carried out at work during the entire training programme, hence, adding hands-on experiences for the entire training group.

### Topics

On-site training → 2 x 2 days, 1 or 2 live online training days

- Exploring the foundation of professional leadership
- Analysing your personal strengths
- Virtual team management
- Conducting job interviews
- Mastering difficult situations with employees and peers
- Styles of management and leadership transparency
- Formulating qualitative goals
- Management by objectives (MBO) / Objectives and Key Results (OKR)
- Set, track and achieve ambitious goals
- Delegating tasks in a motivating way
- 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
- Conducting conflict resolution meetings
- Communicating decisions

Interactive web-based training → 30 hours

- Summary of selected management insights
- Basic principles of communication
- 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 a 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. This can be any task which includes a management component. Ideally, the project lasts throughout the entire training programme, but a number of shorter projects may be carried out instead.

## Preparation

Six weeks before the training course, participants receive a practical analysis. By answering specific questions about their current professional situation as well as their goals and expectations towards the training, both, the participants and the trainer are prepared for the training course. This ensures that the training time is used most effectively.

At the end of each training module, all participants receive a preparatory exercise for the upcoming module.

## Target Group

Licence to Lead is tailored for junior and senior management staff who wish to obtain professional training in personnel leadership. 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. During this three-part training course, the participants will work on strengthening their own authentic style of leadership, gain confidence in dealing with managerial responsibilities and increase employee motivation remarkably.

Group size: 10 - 12 participants

## Investment

**5 days training : 3.600,- Euro net (plus VAT)**  
**6 days training : 3.900,- Euro net (plus VAT)**

## Included are

- 720.00 € net for the conference package
- Written preparation exercises for each participant
- 5 days intensive on-site training (modular format 2 x 2 days, 1 live online training day)
- Optional 1 additional live online training day as a follow-up module
- 30 hours interactive web-based training
- Compilation of a profile of the participant's strengths including recommendations for future development
- Active supervision from the PROAKTIV® web-tutor
- Assistance with the on-the-job transfer task
- Assessment of the exercises
- Comprehensive course documentation
- The PROAKTIV® compendium
- The PROAKTIV® mobile app and cue cards
- The PROAKTIV® course material (digital and print)
- Course certificate

## Dates and Location

<b>Day 1:</b>	08.12.2022	9.30 – 17.30 Uhr
<b>Day 2:</b>	09.12.2022	9.30 – 17.30 Uhr
<b>Day 3:</b>	16.01.2023	9.30 – 17.30 Uhr live online
<b>Day 4:</b>	23.02.2023	9.30 – 17.30 Uhr
<b>Day 5:</b>	24.02.2023	9.30 – 17.30 Uhr
<b>Day 6:</b>	if required	9.30 – 17.30 Uhr live online
<b>Location:</b>	Steigenberger Hotel Köln Habsburgerring 9-13, D-50674 Cologne	
<b>Training ID:</b>	OT-PL/14.22-Englisch	

## Register now

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