

# 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

- 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 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, 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

This training is aimed at next generation and experienced managers in the company who want to benefit from proven and practice-oriented people management skills, for example team, department and division managers as well as employees who have moved from peer-to-peer manager roles.

Group size: 10 - 12 participants

## Investment

**3.600,- Euro net (plus VAT)**

## Included are

- 720.00 € net for the conference package
- Individual pre-course preparation and onboarding
- 5 intensive training sessions with 2 practical phases over the span of 3 months
- Direct interaction with PROAKTIV's Master Minds Johannes & Mark
- 100% practical, interactive and based on your priorities
- Match making with your accountability partner
- Access to PROAKTIV's community incl. Johannes'/Mark's worldwide leadership network
- Unlimited access to PROAKTIV's mobile app
- Lifelong benefit from world-class and hands-on tools for your conscious leadership
- Official certification

## 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>Practical application</b>		
<b>Day 3:</b>	16.01.2023	9.30 – 17.30 Uhr
<b>Practical application</b>		
<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>Location:</b>	Steigenberger Hotel Köln Habsburgerring 9-13, D-50674 Cologne	
<b>Training ID:</b>	OT-L2L/14.22-Englisch	

## Register now

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