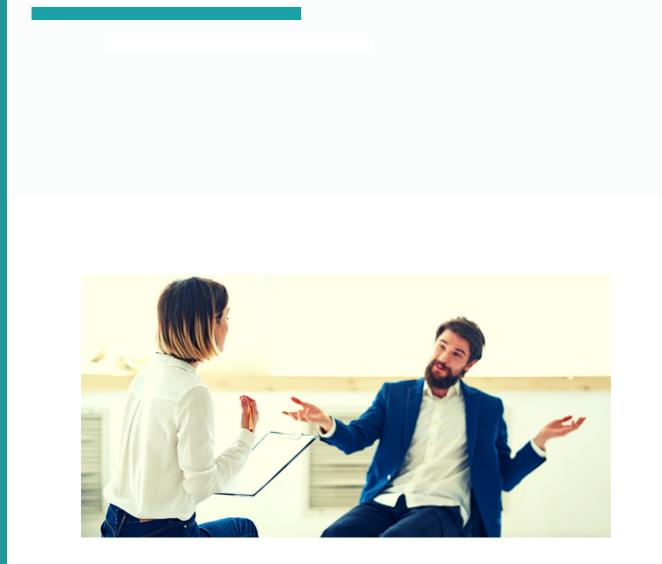


# PROGRAMME

# LEADERSHIP - TEAM MANAGEMENT STRATEGIES AND EFFECTIVE DECISION MAKING



# PROGREMME

#### 1. Opening

- Getting to know each other in the group
- Presentation of the program assumptions
- Expectations and needs of participants
- Contract

#### 2. The role of the manager

- Key expectations towards the manager from: the company, employees and other managers.

- Change from colleague to supervisor: potential difficulties for the manager
- The manager's main tasks: organizing, delegating, enforcing and

motivating – overview

#### 3. Communication as a manager

- Communication process
- Communication disruptions
- I message
- Active listening

#### 4. Delegating tasks

- Blanchard's model as the basis for the approach to delegation (to whom, what and for what purpose).

- Delegation process: what needs to be considered and done to make delegation effective.
- Setting goals using the SMART method
- Structure of a delegation interview 3 steps: present the task; check the

employee's perspective; close the contract

#### 5. Enforcement

- The role of feedback
- Appreciative feedback
- Corrective feedback
- Goldsmith's 4-question model

#### 6. Team meetings

- What are meetings for?
- Types of meetings: operational, strategic and team building.
- Role of the facilitator
- Structure and form of the meeting
- What determines the effectiveness of meetings

- Exercise in subgroups - conducting a discussion on a currently important topic

- Optionally (if there is enough time) the boss's expose, as a special type of meeting

#### 7. Training summary

- Resource integration matrix
- Participants' conclusions and reflections

### training date



22-23.04.2024 KATOWICE

Possibility of conducting closed training (location,

date to be agreed) - send inquiry

#### INVESTMENT

#### N-SITE and ONLINE training PLN 2290,00 PLN/ person + 23% VAT



The price includes: participation in a 2-day training, teaching materials, worksheets, post-training script / e-book, training completion certificate, survey of the participant's needs lunch and coffee breaks\*

\*applies to stationary training

#### SUBMISSIONS

Celem zgłoszenia udziału poproszę o wybranie dogodnej dla Państwa formy zgłoszenia:



DOWNLOAD CARD ORDERS COMPLETE THE ONLINE FORM SEND EMAIL (PARTICIPANT DATA, INVOICE DATA, TOPIC, DATE, TRAINING LOCATION)

#### CONTACT

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## REFERENCE

The best proof of the highest quality of services and high effectiveness of the activities of the SOLBERG TRAINING GROUP are the opinions of our clients.

They trusted us, among others:

