

PROGRAMME

LEADERSHIP - TEAM MANAGEMENT STRATEGIES AND EFFECTIVE DECISION MAKING



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

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They trusted us, among others:



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