



# Basic Leadership Training (English)

## On the subject

Managing employees is a competence that can be learned as a craft. The seminar provides basic tools and procedures. It creates clarity about tasks and competences in the new role as a leader.

## Target audience

Managers from private and public organizations of all industries and sizes who are taking on a leadership role for the first time or who want to develop and consolidate their leadership skills professionally after initial experience.

## Your benefit

- You deal with the role of a leader and develop awareness of the associated expectation and responsibility
- You will learn how to use management and leadership techniques to successfully carry out management tasks in practice
- In exchange with the trainer and participants, you will learn how to recognize your own behaviour patterns and optimize them
- You will learn how to adapt your leadership behaviour to the requirements of your employees
- You gain confidence in your leadership work

## Benefits for your company

The managers learn how to influence performance and the results of their employees. In this way, potentials are set free for your company objectives. Leaders are able to fill their role in planning, monitoring, control and communication, thereby positively influencing the climate and performance of their teams.

## Contents

### Principles of leadership

- Management and leadership
- Role of the supervisor

### Important management activities

- Setting targets, planning, decision-making
- Monitoring and control of target achievement
- Problem solving methodology
- Self-management

### Essential elements of leadership behaviour

- Communication
- Teamwork
- Basics of conflict management

- Working on specific situations from the participants' day of leadership

## Methods

- Theory inputs, teaching and discussion
- Individual and group work
- Exercises and training sequences
- Working on cases and learning transfer

The seminar is based on the joint work of trainer and participants. This requires your willingness to bring your own situation into the seminar and reflect it.

## Dates and Venues:

10. + 17. + 24.03.2020  
Technopark Zürich, Zürich

08. + 16. + 22.09.2020  
OBC Business Center Zurich  
Europaallee, Zürich

## Duration

3 days

## Schedule

Day 1: 8.30 – 17.00 h

Day 2: 8.30 – 17.00 h

Day 3: 8.30 – 17.00 h

## Trainers

Jürg Kuster

## Number of participants

12 persons

## Seminar rates 2019

CHF 2850.– per person (incl. lunch)  
(CHF 2600.– for each additional employee of the same company attending the same seminar)

## Documentation

Participants receive written or electronic course material.