

# Development path

## Manager Development

The Manager Development program is recommended to all who have recently assumed or aspire for manager functions. The starting point is the practice of communication skills, which are crucial for managing other people's work. The successive steps are as follows: acquiring the skill of exerting a positive social influence and building authority and the workshop of guiding other people through change effectively.

**Based on proven training solutions, we have developed a consistent and end-to-end program composed of 3 classroom training and e-learning courses:**

1. Open training: Effective Manager
2. E-learning training: Effective Manager
3. Open training: Influencing in Business
4. E-learning training: Influencing in Business
5. Open training: Art of Presentation

Additionally, each participant of the Managerial development program will receive a book entitled "Who killed change?" by John Britt, Judd Hoekstra, Ken Blanchard, Pat Zigarmi at the end of the training.

### Participation costs:

8 500\* PLN pe person (+23% VAT)

#### \* Assumptions:

- The above price is a net amount that will be increased by the amount of a value-added tax
- The above price comprises the costs associated with the participation in the program, training materials, training room and conference equipment, a lunch and a coffee break for the participants
- The above price **does not** comprise the costs arising out of participants' travel to the training venue and accommodation if applicable

# Training description

## 1. Open training Effective Manager

### Benefits for the participant:

After completing the program, participants:

- Understand their role as a manager in the organization
- Formulate goals clearly and precisely and communicate them such that subordinates know what results are expected of them
- Effectively assign tasks, adapting their method of delegation to a given employee and situation
- Define the level of their employees' skill and depending on that take relevant motivational measures
- Know how to talk to an employee about their accountability for effects at each stage of task performance
- Apply such communication techniques as are necessary for proper HR management
- Can provide constructive feedback when an employee's attitude or activity needs to be corrected
- Know the power of appreciation: can give and receive praise

### Training objectives:

- Development of basic managerial competencies
- Delving into self-reflection and settling into a new role
- Building effective teams
- Defining and communicating goals
- Delegating tasks
- Performing tasks and communicating with employees

**Group size:** 8 - 12 persons

**Duration:** 2 days (9:00-17:00)

**Place:** Warszawa

## 2. Open training Exerting Influence in Business

### Benefits for the participant:

After the training, the participant:

- Can consciously exert influence on others
- Knows his/her strengths and weakness in this scope
- Can consciously decide on which influence exerting tools he/she will apply depending on the situation

### Training content:

- Principles of exerting influence
- Persuasive skills training
- Exerting influence and an assertive attitude
- What you ought to know about different personalities in the process of exerting influence

## 3. Confidently through Change

### Benefits for the participant:

After the course, the participants:

- Understand what are the benefits of the unavoidable process of change, personally and for the organization
- Can identify their own reactions to change and know the ways of experimenting with new, constructive behaviors
- Are able to reformulate their thinking about past into creative thinking about future as well as their place and role in the future
- Have the skills for more effective support of other people, especially their subordinates in the process of change, for motivating to take proactive attitudes
- Know the main rules of implementing the change process within an organization

### Training content:

- Understanding change

- Self-management during change
- Guiding others through change
- Communication in the process of change implementation
- Implementing change in an organization – a business simulation

**Group size:** 8 - 12 persons

**Duration:** 2 days (9:00-17:00)

**Place:** Warszawa