

The fundamentals of team management

Description

Taking responsibility for a managerial position (supervisor, team leader or team-leader, etc.) implies an important personal change: the success of the new manager no longer depends directly on his work, but on that of the rest of his team. The new manager must therefore quickly acquire the right behaviors to support, accompany and manage his team. He or she will have to juggle between several caps; this modular workshop allows the new managers to quickly get his bearings and thus ensure a smooth take-up.

Course Content

Depending on the needs of the organization, new managers and their maturity, it is more efficient to organize a modular approach. Here are themes electives and linked to a management cycle:

- My posture as a manager and the definition of my new role
- Personal and team motivation as leverage for action
- Team analysis to better understand your collaborators and therefore interact more effectively
- Setting objectives according to the SMART model
- Performance management and follow-up of collaborators during 1: 1 or bilateral, then annual evaluations
- Recognition feedback and improvement feedback as a corporate culture
- Difficult interviews or reframing by restoring dialogue
- Multi-level influence and communication to get your messages across
- Problem solving and decision-making tools, inspired by Lean / SixSigma
- Questioning as a means of involving and engaging employees
- Active listening for a better understanding
- Coaching and personal and team development with the GROW approach
- Managing effective meetings as a method of alignment and communication
- Adapting his behaviour depends on reaction
- STAR approach recruitment interviews
- Innovation and skills transfer

Documentation

- Digital courseware included

Participant profiles

- Newly managers

Prerequisites

- No prerequisites

Objectives

- Work on his managerial posture and understood his role
- Determine the complementary skills needed as a manager compared to that of an employee
- Discover and practiced the main basic tools for taking responsibility
- Identify his progression path and the means to developp

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Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1300

Duration (in Days)

2

Reference

TEAM-MGT