

Mini-MBA Programm in Integrated Leadership

Leading employees has to be learned. Our comprehensive, 4-part course gives young executives and emerging leaders fundamental knowledge and all the important tools they'll need to be competent leaders at work, to optimize their presence and the effect they have on others and their communication skills.

DESCRIPTION

Leadership must be learned. Because success or failure of a company always depends on how efficient, believable and result-oriented its management are in how they work. This is especially true of young executives, high potentials and emergent employees who often do not have the authority to make decisions on their own, nor have they built-up an internal network. They usually have to be better at what they do, otherwise their lack of leadership skills and the mistakes that come from this, can quickly become a dangerous and even permanent obstacle to their career. This is why they need to acquire leadership qualities in a structured, systematic way. Managers who move up to a higher position need strong social skills and a sound knowledge of what it means to be a leader, if they want to be effective in whatever they undertake at work. Self-management and skillful team leadership are just as important in achieving this, as the proper treatment of colleagues at the same level of the hierarchy. And last but not least, how to optimally communicate with their bosses.

KEY BENEFITS

This 14-day course of study is ideal for younger executives, specialists and employees and who want to:

- Learn and practice the leadership foundations using the rules and tools of self-management, employee and team leadership
- Optimize their personal influencing skills by optimizing their leadership presence and their effect on others
- Enhance and develop their ability to communicate in a goal and result-oriented manner

WHO SHOULD ATTEND

This high-impact learning program focuses young executives and managers, specialists, expert staff, but also high potentials from all areas of a company or institution. They are looking to refresh or enhance their leadership skills and want to move into a leadership role involving greater spans of control and impact. All participants have a minimum of 5 years' worth of management experience.

STRUCTURE

- Modules 1+2: 2 Seminars for developing key leadership skills. 2×4 days
- Module 3: Workshop on aspects of personality development and leadership presence. 3 days
- Module 4: Training to develop strong negotiation and communication skills. 3 days

AREAS OF FOCUS

Modules 1+2:

Principles and Tools of Successful Leadership

If you want to really succeed in an organization, qualify for higher tasks and move up, you'll need leadership skills. We show you how you can align yourself and others to perform well and achieve measurable results. We also show you how to have friendly and productive relationships with colleagues, bosses and employees.

Result-Oriented Management

- What really counts is result-achievement
- Elements of a personal goal system
- Performance and performance targets
- How do you achieve above-average performance and maintain high work satisfaction?

Successfully leading Yourself – Self-Management

- Leading yourself, Optimizing your personal strengths
- Setting priorities, delegating tasks, managing your time

Effectively leading Employees and Teams

- Recognizing your own leadership style
- Situational leadership
- Team building, team development, leading a team

Asserting Yourself

- Knowing your goals and interests
- Communicating effectively
- Building your own network within the company
- Successfully moving within company hierarchy

Selected Leadership Topics

- Dealing with difficult employees
- Change Management
- Agility

Module 3: What characterizes the Personality of a Leader?

Words, actions, appearance – the successful executive impresses people with behavior that is consistently appropriate for whatever the situation might be. Important here is not schematic behavioral and communication patterns, but the individual personality of a person with all of its rough edges there for the world to see. The second part of this course of study is of high practical value and demonstrates, using proven methods, how you can become a leadership personality with even stronger influencing skills.

Be Authentic and Believable

- What does authenticity mean and why is it so important right now?
- Being believable when you lead others – how does this work?
- Knowing yourself and being able to change your behavior

Personality and Presence

- Self-analysis and how employees, bosses and customers perceive me
- From just another person to someone very special
- Recognizing and overcoming inconsistencies and doubts when appearing before others

Nonverbal Communication

- Initial contact, making a good first impression
- Body language, facial expressions and posture
- Stumbling blocks you'll need to avoid

Module 4: Persuading Others – Strengths in Negotiation and Communication

Good communication skills are essential whenever people work together to achieve common goals. Persuading your employees and bosses, advocating in a fair way your point-of-view in conflict situations, discussions and negotiations; successfully reaching a conclusion – in this third part of the course, we show you how to build up and expand your communications skills and how to use them to your advantage.

Being Persuasive when Communicating and Negotiating

- How to best start a conversation
- The art of actively listening and asking questions
- Communicating with your bosses
- The art of building a strong line of argumentation
- Being believable in critical negotiation situations

Strong Negotiation Skills

- Knowing the basics of negotiation
- The psychology behind effectively conductive negotiations
- How to successfully complete negotiations

Sessions & Fees

EP1370	Part 1:	Dec 08 – 11, 2020	Hamburg, GER
	Part 2:	Feb 08 – 10, 2021	Berlin, GER
	Part 3:	Jun 23 – 25, 2021	Rottach-Egern, GER
	Part 4:	Jun 28 – Jul 01, 2021	Brunnen, CH
EP1311	Part 1:	Mar 01 – 04, 2021	Frankfurt, GER
	Part 2:	Mar 22 – 24, 2021	Lucerne, CH
	Part 3:	Jun 23 – 25, 2021	Rottach-Egern, GER
	Part 4:	Jun 28 – Jul 01, 2021	Brunnen, CH
EP1321	Part 1:	Mar 01 – 04, 2021	Frankfurt, GER
	Part 2:	May 05 – 07, 2021	Hamburg, GER
	Part 3:	Jun 23 – 25, 2021	Rottach-Egern, GER
	Part 4:	Sep 13 – 16, 2021	Boston, USA
EP1331	Part 1:	Jun 14 – 17, 2021	Brunnen, CH
	Part 2:	Jun 23 – 25, 2021	Rottach-Egern, GER
	Part 3:	Sep 13 – 16, 2021	Boston, USA
	Part 4:	Dec 01 – 03, 2021	Zurich, CH
EP1341	Part 1:	Oct 05 – 08, 2021	Hamburg, GER
	Part 2:	Nov 22 – 25, 2021	Davos, CH
	Part 3:	Dec 01 – 03, 2021	Zurich, CH
	Part 4:	Dec 08 – 10, 2021	Cologne, GER

Duration: **14 days**

Fees: **EUR 9,900.– | CHF 10,900.– | US\$ 11,600.–**

Registration: www.bostonprograms.com/ep13 or registration form on the back of the brochure

Are you interested in corporate education or consulting?
Call us at: +41(0)43 499 4020

General Information

Registration and Confirmation

You can register by email, mail or FAX, or at our website. Once you register, you receive written confirmation, including detailed information on the location of the program, travel directions, hotel accommodations and an invoice for the program fees. If the program is fully booked, we notify you immediately. When you complete the program, you receive a certificate of attendance. Please note that the program curriculum, faculty and hotels are subject to change and/or amendment.

Change of Registration

If you need to change your registration, please notify us at least 4 weeks before the program starts. A change of registration entails a fee of 300 Euros. Under some rare circumstances, a program or parts of a program may have to be postponed or modified. In such cases, we will notify you immediately to ensure that you can attend an alternative program with similar content.

Cancellation

You may cancel your registration free of charge 3 months before the program starts. If you cancel between 3 months and 6 weeks before the start date, you will be charged 40% of the program fees. For cancellations within 6 weeks of the program start date, you will be charged the full program fees. You can arrange to have someone take your place up to 3 days prior to the program start date.

Program Fees

Program fees for our seminars and programs include the faculty fees and educational materials associated with the program (V.A.T. is not included). Accommodations and meals are not included. If only parts of a program are attended, missed parts may not be made up. Payment is accepted in Euros, Swiss Francs or US Dollars. Reference currency: Euro.

Accommodation, Daily Delegate Rates

Our programs are held at high-quality hotels and seminar centers. Participants are not obligated to stay at the seminar hotel. Note, however, that Boston Business School customarily negotiates a special room rate with the seminar hotel. Unless it is included in the accommodation rate, an additional daily delegate rate for lunch, coffee, etc., will be charged to participants. For rooms at the seminar hotel, participants make their own reservations following instructions provided by Boston Business School, and pay the hotel bill on the final day of the program.

Insurance, Disclaimer

Boston Business School does not offer insurance to participants. Therefore, participants must carry their own insurance policies to protect them from damages due to accidents, disease, theft and so on. Boston Business School cannot be held liable for damages. Terms, conditions and course content are subject to change and/or amendment.

Registration Form

Please complete and print this registration form and mail or FAX it to:

Boston Business School
Kirchstrasse 3
CH-8700 Kuesnacht/Zurich

Phone +41 (0)43 499 40 20
Fax **+41 (0)43 499 40 21**
Email info@bostonprograms.com
Internet www.bostonprograms.com

I wish to participate in the following program:

Name of Program

Program Number

Program Dates

Prefix

Ms.

Mr.

Titel

Last Name

First Name

Company/Organization

Street, P.O. Box

Postal Code, City

Country

Email

Telephone

FAX

Position

Industry (opt.)

Number of Employees (opt.)

under 200

up to 1000

over 1000

Signature

Date