

Personal Performance

This 3-part program for executives, ambitious specialists and practitioners deals with the essential topics and skills behind authentic presence, effective communication and smart decision-making, and trains you in them.

DESCRIPTION

Strategy like you apply in chess, team spirit in football and the endurance you need running a marathon – when we talk about management and leadership, we often run into analogies from sports. But what does a manager's average day really look like? How far does the ideal picture of a dynamic manager, who easily triumphs over the competition, correspond to this reality? Every manager has to deal with aimless meetings, time-consuming answering of emails and the exhausting struggle with internal and external red-tape. But then there are those decisive moments when you need to have your total package of successful management skills ready – whether it's the appropriate negotiation techniques, skill at leading meetings or the ability to make decisions as the situation calls for. To enhance how you perform at work is the goal of this 9-day advanced training program. Taught by top lecturers with experience, it uses role-playing, video recordings, interactive training, active feedback and other practical-oriented methods.

WHO SHOULD ATTEND

Participants are typically:

- Executives and managers seeking to give a boost to their negotiation skills and to practice them
- Practitioners, managers and specialists looking to train using the tools of top management
- Executives with the desire to take their soft skills to the next level

STRUCTURE

The program consists of the following three parts, the order of which can be varied according to need:

Part 1: Smart Decision-Making. 3 days

Part 2: Authentic Personality and Presence. 3 days

Part 3: Persuasive Negotiating and Communicating. 3 days

AREAS OF FOCUS

Smart Decision-Making

- Attributes of my own decision-making behavior
- Analyzing decision-making situations, clarifying goals
- Generating and assessing alternative decisions
- Alternative decision-making channels
- When can you follow your intuition?
- Decision-making and decision-making behavior at the top
- Errors in reasoning that are all-too "human"

Authentic Presence, Persuading with your Personality

- The presence and effect of successful executives
- Self-analysis and recognition via your surroundings, employees, bosses and customers
- Recognizing and conquering inconsistencies and insecurities
- Competency in verbal and non-verbal communication

Strong Communication, Persuasive Negotiations

- Starting up a conversation
- The art of active listening
- Emotional competence in discussions, meetings and one-on-ones
- Believability in critical discussion situations
- The art of building up a convincing line of argument
- Expertise in argumentation during the negotiation process
- Targeted application of negotiation techniques
- Recognizing opportunities during negotiations, mastering negotiation crises
- Where do you need to be tough in negotiations?
- Turning a conflict of interest into a win-win situation

Sessions & Fees

EP3540	Part 1: Nov 23 – 25, 2020 Part 2: Mar 22 – 24, 2021 Part 3: Jun 23 – 25, 2021	Berlin, GER Lucerne, CH Rottach-Egern, GER
EP3511	Part 1: Feb 08 – 10, 2021 Part 2: Jun 23 – 25, 2021 Part 3: Dec 08 – 10, 2021	Berlin, GER Rottach-Egern, GER Cologne, GER
EP3521	Part 1: May 05 – 07, 2021 Part 2: Jun 23 – 25, 2021 Part 3: Oct 04 – 06, 2021	Hamburg, GER Rottach-Egern, GER Hamburg, GER
EP3531	Part 1: Jun 23 – 25, 2021 Part 2: Sep 13 – 15, 2021 Part 3: Dec 08 – 10, 2021	Rottach-Egern, GER Rottach-Egern, GER Cologne, GER
EP3541	Part 1: Oct 04 – 06, 2021 Part 2: Dec 01 – 03, 2021 Part 3: Dec 08 – 10, 2021	Hamburg, GER Zurich, CH Cologne, GER

Duration: **3 + 3 + 3 days**

Fees: **EUR 7,200.– | CHF 7,600.– | US\$ 8,400.–**

Registration: www.bostonprograms.com/ep35 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