

# Modern Leadership & Essential People Skills

In this seminar, you will obtain knowledge, tools and get feedback for further developing your leadership skills. 4 days.

## DESCRIPTION

Effective leadership turns personal strengths into impressive results. Every manager possess these kinds of strengths. Those who know what these strengths are and, combined with learnable laws of leadership in theory and practice and actually apply them, will create success. The goal of this seminar is to be able to use your own strengths in a targeted way – to orient yourself, your employees and teams towards high performance and work satisfaction using people skills and motivational leadership behavior.

## WHO SHOULD ATTEND

Participants should be managers and professionals with leadership experience who want to:

- Check the strengths and weaknesses of their personal leadership skill set
- Optimize the effect they have on their employees
- Realize their full leadership potential
- Lead their team or department to above-average results
- Prepare themselves for future leadership tasks

## AREAS OF FOCUS

### Know Yourself

- How to manage yourself
- Knowing what your leadership style is
- Personal goals, personality structure and the role you play as a leader

### Leadership Qualities

- What characterizes a strong leadership personality?
- Rules governing successful employee leadership
- What abilities are necessary to motivate teams?

### The Elements of Social Competency

- The personality traits making up social competency
- How can I improve my social competency?
- Where is it worthwhile to work on myself here?

### Concentrate on what's Important

- What it really means to lead efficiently and effectively
- Controlling complexity, prioritizing, delegating and self-organization

### Using the Strengths of Your Employees

- Strengths and weaknesses of team members
- Motivating a team to achieve good results
- Agreeing upon common goals
- Identifying the potential among employees for even better performance

- The task of leaders – challenging, encouraging, coaching

### Never Avoid what Is Inconvenient

- How to deal with conflict
- Managing difficult employees
- Failure – getting started again
- Making uncertainty, fears and frustration topics of discussion

### Communication as Strength

- Solution-oriented meetings and one-on-ones
- Rhetoric, appearance, body language
- Being confident when appearing before groups
- Knowing and applying the laws of group dynamics

### Leadership Tools, Leadership Methods

- Skillful use of leadership tools
- Progress monitoring and support measures
- Performance assessment, qualification
- Incentives and rewards, constructive criticism

**«I have already participated in various seminars on the topic of leadership. This current seminar was just amazing. Both lecturers are absolute professionals in their field, who are completely committed and have great backgrounds. I'm really impressed!»**

T. P., Deutsche Leasing AG

## Sessions & Fees

EP6010	Mar 02 – 05, 2020	Berlin, GER
EP6020	Jun 08 – 11, 2020	Rottach-Egern, GER
EP6030	Sep 14 – 17, 2020	Cologne, GER

Duration: **4 days**

Fees: **EUR 3,700.– | CHF 3,900.– | US\$ 4,500.–**

Registration: [www.bostonprograms.com/ep60](http://www.bostonprograms.com/ep60) or registration form on the back of the brochure

Are you interested in corporate education or consulting?  
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## 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 6 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 reimbursed 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:

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Fax **+41 (0)43 499 40 21**  
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### I wish to participate in the following program:

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Program Number

Program Dates

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Titel

Last Name

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Company/Organization

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FAX

Position

Industry (opt.)

Number of Employees (opt.)  under 200  up to 1000  over 1000

Signature

Date