

Leadership for High Potentials

Young managers and promising future leaders who still have limited leadership experience, will learn and practice the essentials of successful leadership over four days in this seminar.

DESCRIPTION

If you have recently assumed responsibility for leading others or will do this soon, then you know that, by taking a leadership position, the requirements of your role at work will fundamentally change. New will be leading people who were colleagues a short while ago. New will be the responsibility for the motivation and performance of others. Upper management trusts you and you do not want to disappoint them by not meeting their expectations. With your new function at the company, you're faced with new challenges. To master these, you need new knowledge. This 4-day course offers this, and the opportunity to practice your new expertise in leadership and employee management.

WHO SHOULD ATTEND

Early-career managers, high potentials and talented professionals from all areas of the company with limited experience and knowledge in leadership, who want to complete comprehensive leadership training. This seminar will give you insights into leadership theory, and let you practice your own leadership skills in real-world situations.

KEY BENEFITS

- You will acquire knowledge about leadership and leadership styles
- You will reflect upon your own leadership skills with support from constructive feedback
- You will learn to recognize typical leadership traps and how to avoid or master them
- You will learn what your own strengths are, and you will enhance your leadership potential in a targeted way
- You will develop certitude and self-confidence in yourself as a young leader

AREAS OF FOCUS

Leadership Knowledge and Leadership Styles – the Fundamentals

- What does «leading» mean?
- What really counts are results
- Management models – an important help in structuring
- Situational leadership and different leadership roles

Leadership Tools, Leadership Methods

- Managing using agreed-upon objectives
- Setting priorities, delegating tasks
- Evaluating performance and qualifications of employees

- Constructive criticism and giving feedback – how is this done correctly?

My Leadership Personality – Me as Leader

- Managing myself
- Reflecting on my own behavior as a manager and leader
- Personal goals, my personality type and my role as leader – how they relate and interact
- Developing my own management style
- The effective leader

Elements of Social Competence

- Social skills – a prerequisite for effective leadership
- How do I improve my social skills?
- Optimizing my personal strengths – where is it worth the effort to work on myself as a person?

Employee Management, Team Building and Communication

- Rules and principles of successful employee management
- How to effectively motivate employees
- Team building, team development, team management
- How to deal with conflict, manage difficult employees
- Practical know-how for leading meetings and discussions

Sessions & Fees

EP6310	Jun 15 – 18, 2020	Brunnen, CH
EP6320	Oct 19 – 22, 2020	Davos, CH

Duration: **4 days**

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

Registration: www.bostonprograms.com/ep63 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 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**
Email
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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