

Leadership Development Program

Above-average performance is the result of self-mastery and numerous leadership qualities. This program will help you further develop a set of skills that allows you to guide, inspire, and work with others. 4+3 days.

DESCRIPTION

Leadership and management are what we focus on at the Boston Business School. What's the difference between a true leader and a mere caretaker? How is top business performance achieved? Why it's not enough to just develop good concepts. The spark of enthusiasm for these concepts must also jump to those from whom concrete results are expected. And what must you do, to become a role-model executive? There are a lot of self-proclaimed gurus out there who invent popular trends and lead people to believe they have patent solutions to everything. Our studies and long years of business experience have shown that these kinds of solutions don't exist. Above-average performance in business is the result of numerous leadership qualities. To demonstrate these and practice them is the goal of the 2-part International Leadership Program.

WHO SHOULD ATTEND

- Experienced managers, functional specialists and team managers from all areas of business who want to be even more effective using proven leadership principles
- Practitioners who want to evaluate and enhance their management success using the latest leadership insights
- Soon-to-be-promoted managers who want to systematically prepare for broader responsibilities of a new leadership role
- Executives with technical or scientific background who are successful leaders already but want to know the reasons for their success in order to strengthen their skills even further

KEY BENEFITS

- You will enhance your strengths, tap potential and unused reserves for even better performance in a targeted way, improve your self-management skills and gain in authority and confidence as a leader
- You will clarify and better understand the role you play at work, which will help you navigate more effectively through your various fields of activity
- You will be provided with a host of important leadership skills that will enhance your leadership toolbox even further
- You will practice your leadership behavior and get constructive feedback about it
- You will learn how to examine the effect you have on others and to control it
- You will attain in-depth knowledge about the verbal and non-verbal communication process

- You will sharpen your personal awareness of group dynamics, social processes and conflict
- This program offers an integrated, in-depth look at certain topics, and you can ask questions at any time

STRUCTURE

Part 1: Leadership and People Skills. 4 days

Part 2: Personality, Authenticity and Presence. 3 days

AREAS OF FOCUS

Leadership Skills at a Glance

- What skills do successful leaders possess?
- What personality traits should an executive have or develop?
- What experiences and studies can leaders learn from?

Everyday Leadership, the Importance of Managing the Situation

A successful leader must lead correctly in many different situations.

- Typical, everyday leadership situations
- Judging the leadership situation correctly
- The principles behind effective leadership in an era of change, globalization and digitization

Managing Yourself

Successful leadership begins with managing yourself.

- Your own management style
- Self-management and time management
- Attributes of your work techniques
- How do I conduct myself when making a decision?
- Willingness to trust people
- How to deal with the subject of delegation
- Improving my personal efficiency

My Own Leadership Personality

- The personality of a leader is decisive
- Presence, appearance, charisma
- Analyzing my personality type
- Recognizing my own strengths and weaknesses, developing my strengths

Communication and Conflict Management

- The importance of you as «brand»
- The image of an executive
- The principles of successful communication
- The correct way to handle conflict

Using your Mental Strengths to Master Everyday Leadership Challenges

Inner strength can move mountains – you only have to use it.

- Self-confidence and willpower
- Releasing your potential
- Power and power struggles
- Sustaining motivation
- Leading difficult discussions in a convincing way

Choosing the Right Employee and Team Member

To attract the «right» employees, and then choose and use them in the right places are vital factors in effective, successful leadership.

- To be popular as a leader
- Giving employees jobs that match their abilities, using diversity
- Developing teams

Leading Employees and Teams

- Motivational leadership as key to success
- Motivational theories and what value they really offer
- Nothing will work without trust
- How to multiply your own abilities
- Leading teams in international settings

Self-Organization and Intrapreneurship

Executives who do everything themselves can be more effective, if they learn how to train employees to develop entrepreneurial qualities on their own.

- Have high expectations, encourage and coach
- How to identify staff talent and develop it
- How to get an employee's intrapreneurial talent to blossom

Leading with Objectives

Approved and accepted objectives are the first step to good results.

- Successful leadership focuses on objective-achievement
- Developing the right objectives
- How to formulate objectives correctly, how to measure objective-achievement

Evaluating Performance

Experience tells us that even seasoned executives have a hard time evaluating their employees fairly.

- Evaluating performance
- Holding a qualification interview
- Constructive criticism

Corporate Culture and Identity

The challenges facing companies today can only be successfully mastered with employees who reflect their company's corporate culture in everything they do.

- What is our corporate culture and what about my team?
- What corporate culture do we need to have, how agile are we?
- Opportunities to effect a desired change in corporate culture
- Practical examples from the business world

Change Management

Organizations tend to be sluggish and cumbersome. At the same time, internal and external changes require from them the ability to change quickly.

- Fit for change – how to prepare
- What is required to drive change implementation?
- Programs for making your company quicker and more agile
- What mistakes must you avoid?

Sessions & Fees

EP6910	Part 1: Mar 02 – 05, 2020	Berlin, GER
	Part 2: Mar 30 – Apr 01, 2020	Berlin, GER
EP6920	Part 1: Mar 02 – 05, 2020	Berlin, GER
	Part 2: Aug 26 – 28, 2020	Zurich, CH
EP6930	Part 1: Jun 08 – 11, 2020	Rottach-Egern, GER
	Part 2: Aug 26 – 28, 2020	Zurich, CH
EP6940	Part 1: Jun 15 – 18, 2020	Brunnen, CH
	Part 2: Aug 26 – 28, 2020	Zurich, CH
EP6950	Part 1: Sep 14 – 17, 2020	Cologne, GER
	Part 2: Nov 23 – 25, 2020	Berlin, GER

Duration: **4 + 3 days**

Fees: **EUR 5.900.– | CHF 6.500.– | US\$ 7.200.–**

Registration: www.bostonprograms.com/ep69 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:

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