



Kick-start a Successful Career as a Manager

How to get fit for the first 100 days

Course Content:

What are my main duties as a manager?

- » You will learn how to judge your performance as a manager on the basis of self-developed criteria.
- » You will learn how to create the necessary room to manoeuvre for your management tasks and to structure those tasks effectively.

What do I have to do to show confidence and to communicate efficiently?

- » You will learn methods which will help you to improve the quality of your information and the outcome of your discussions.
- » You will practise showing self-confidence through body language, appearance and the way you speak.
- » You will receive practical tips on how to establish a positive and motivating relationship with your employees.

How do I create convincing employee portfolios?

- » You will receive advice on how to assess your employee's performance and motivation.
- » You will learn how to set up individual action plans in order to boost performance.

How do I carry out employee dialogues confidently?

- » You will carry out employee dialogues and thus gain self-confidence.
- » You will practise how to react professionally and choose the right words even in difficult discussions.

How do I use the concepts of "proximity management" and "distance management" appropriately?

- » You will learn how to develop a workable plan to develop yourself as a manager.
- » You will practise how to strike a balance between proximity management and distance management.

How do I delegate tasks without ending up completing them myself?

- » You will learn how to determine which tasks you can delegate and the aspects you have to consider when delegating.
- » You will experience how delegating can positively stimulate your employee's sense of responsibility.

How do I avoid the "pitfalls" of management?

- » You will learn the most frequent mistakes of management trainees and how to avoid them.
- » You receive advice on how to minimise damage if things do go wrong.
- » You will practise how to handle and reject unreasonable demands.

How do I run meetings so that they produce results?

- » You will practise planning and conducting results-oriented meetings.
- » You will learn ways to solve team problems easily.

Course information:

Course duration: 3 days, 09:00 - 18:30

Course fee: € 1,495.00 excl. VAT (MwSt.)

VTI

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