

The goal: Focus on the essentials

Now it is important to be quickly equipped with the right equipment for this career jump, so that

1. They are accepted more quickly in the team and at customers.
2. You prove to others that you are the right choice for this position and deliver the corresponding results.
3. Do not overburden yourself completely and thereby lose the enthusiasm for your leadership role.

In three days, junior executives learn in just three days to concentrate on the essential tasks right at the beginning of their management career. The most important contents are communicated intensively and practice-oriented. Among other things, they are working on concrete practical examples of the participants.

The structure:

Before the start of the 3-day intensive seminar, the participants will receive preparation documents. Essentially, this is a "self-analysis" that determines one's own expectations and those of the relevant environment (organization, boss, employees). This is where a first personal strengths and weaknesses profile emerges. Together with the short analysis, the goals for the first 100 days of leadership activity are defined. During the three days of the seminar, a learning matrix helps to work precisely on these individual needs, the right methods for achieving the goals, strengthening the strengths and reducing the weaknesses.

Upon request, an individual follow-up with the trainer, who evaluates the respective status quo and ensures the achievement of the goal, is also possible. With this learning model you are well prepared, to master the first time as a manager outstanding and to develop successfully.

The first 100 days as a leader as a guidepost for the future

Rise in the hierarchy of a company brings more prestige, more money and more responsibility. For the first time you are responsible for other people, not only need to reconcile your own goals with the company goals, but also those of the employees.

More responsibility brings additional tasks, more complex projects and makes more effective and efficient work necessary. In addition to the already sufficient juggling balls of your daily work, there are still some cones added. Keeping them all in the air is your job. It is important to organize, to correctly classify the employees, to recognize their strengths and weaknesses and to develop them all - including themselves. Now you want to bring the already familiar theoretical concepts such as delegation, coaching, staff admission, recognition and criticism as well as motivation in your own personal way to practical use. If you take enough time, you will succeed.

In the three seminar days, you will find access to your personal situational style of leadership. You will work out ways in which you can make best use of management tools in your company and how you can communicate with employees, peers and supervisors.

Leadership needs style

During the three days of the seminar, you will shed light on your new situation as a leader and gain access to find your personal style of leadership. You develop ways in which you can make best use of management tools in your company and how you can communicate with employees, peers and supervisors.

Your benefit for the practice:

- Learn how to handle the different roles as a leader and bring your personality into your leadership role.
- You set clear goals, delegate properly and create opportunities for your employees to perform well.
- They recognize the right motivators to build shared visions.
- Draw up a personal to-do list based on a catalog of measures and reflection cards to plan and implement your next steps.

Contents First Day:

You will recognize yourself and your potential, in a step-by-step plan you will plan and implement your next steps. The self-knowledge in the "clinical" seminar situation through many practical exercises, editing real cases and role-playing games make you fit for your everyday life.

- Function - Roles - Expectations
- Self-image - External image as a leader
- Motivation and employee retention
- Recruitment and employee integration
- Competences and personnel development
- Time and self management
- Measures catalog and reflection map for implementation

Contents Second Day:

You learn the correct way to deal with employees. From the reception of the staff to the end of the cooperation, from the short praise between the door and the standardized annual discussion, you will get to know the methods of the other participants in addition to the theory. Here you will find out which leadership styles are easy for you and which ones you can still grow.

- communication and feedback rules
- conversation technique with role-playing games
- Lead staff meetings
- Motivational performance assessment
- MbO Performance Management
- Agree on quantitative and qualitative goals
- Measures catalog and reflection map for implementation

Contents Third Day:

The topics of team building and networking with the rest of the organization are discussed. You will learn what counts with good teams and how to manage them. The surprises of the group dynamics, but also the possibilities of good discussions and meetings, the chance of the moderators role are also visible here. It's about corporate culture, organizational development and, of course, conflict management.

- Team development and employee integration
- Design meetings and manage them efficiently
- Corporate culture and trust
- Difficult conversation partners
- Conflict management
- Handling change - separation talks
- Measures catalog and reflection map for implementation

Competencies you gain:

Appearance as a manager

- Self and time management
- To reconcile the different expectations
- Represent the team in the hierarchy and settle conflicts
- Personal appearance as a manager (function-personality role)
- Attitude as a leader and the value of trust in leadership

Management

- Proper use of recognition and criticism
- Make meetings effective and efficient
- Set SMART goals, MbO
- Recruit, integrate / include and promote the RIGHT employees
- Work organization: do not overload good employees, do not demotivate weaker ones
- Clear language and feedback
- Help to shape corporate culture and change processes
- Build and manage teams
- Performance Management

Communication

- Employees / internal conversation
- Feedback: recognition and criticism
- Conflict management
- Leader as moderator
- Timely information
- Use your own persuasiveness

Environmental conditions and change

- Creating a learning organization
- Learn from crises

Situational Leadership and Supportive Leadership

- The most important skills of a leader: self-reflection and developing people
- Situational leadership and attitude in leadership: Instruction - Guiding - Coaching - Delegating
- Supportive Leadership: Dunning, encouraging, inviting, supporting

Individual follow-up to enable an excellent learning transfer:

Further training has only paid off if the newly acquired knowledge is translated into daily practice - and has a positive effect on the result. That is why we offer an individual follow-up for follow-up with Sonja Schloemmer at this event as a special service for the participants. This serves to secure the transfer and to support or deepen the personal catalog of measures or to plan further training measures.

Recommended 6 to max. 12 weeks after the seminar

Optional supplement: Reiss Motivation Profile®

As a supplement, you can book the motif profile according to S. Reiss (online analysis) after the seminar. Discuss the result in a one-on-one interview (90 minutes) with Ms. Schloemmer and analyse your personal value system. Contribution: EUR 390

The psychologist Steven Reiss shows which motives in our lives are the driving force behind our actions - the engines of our behaviour, so to say. These motives determine our behaviour and depending on how we shape our lives, we are satisfied - or not.

What is the NEW in the profile previous motivation approaches assume that there is a value among the needs and that this is the same for all people. Steven Reiss goes a step further, submitting his theses to a scientific review as part of a large-scale psychological study.

The life motives are

- independent of each other
- have a very high explanatory value in relation to human behavior and
- a high predictability of behavior

Applications

- Work-life balance
- Leadership Development
- Team Building
- Potential Diagnosis
- Management Audit
- coaching

Note: That the motif profile according to S. Reiss (online analysis is also available as an individual measure!

Young Leader Program

Your trainer with management experience: Mag. Sonja S. Schloemmer MBA, MAES

Knowledge	<ul style="list-style-type: none">• Systemischer Beraterlehrgang der Beratergruppe Neuwaldegg• Systemische Aufstellung von Organisationen nach B. Hellinger• Studium am College of Europe / Brügge / Belgien• Studium der BWL an der University of Lancaster / UK• Studium der Handelswissenschaften an der WU Wien
Working Experience	<p>Geschäftsführung von Schloemmer & Partner Unternehmensberatung KG (2003-dato) Netzwerkpartnerin der Beratergruppe Neuwaldegg (2003-2015) Telekom Austria AG, Unternehmenszentrale Wien (2000-2003) Leitung der Abteilung Personal- und Organisationsentwicklung Leitung der Abteilung Performance Management & Recruiting Betreuung von mehr als 1.000 Führungskräften als interne Kunden Eblinger & Partner, Personalberatung Ges.m.b.H, Wien (1999-2000) Senior Consultant und Coach Vereinigung der Österreichischen Industrie, Wien (1997-1998) Expertin für Bildungspolitik u. Europäische Bildungsprogramme Czipin & Partner, Produktivitätsberatung / Österreich und Deutschland Optimierung von Unternehmensprozessen und Managementinformationssystemen, Coaching von Führungskräften Österreichische Akademie für Führungskräfte (1988-1992) Organisation und Entwicklung von Managementseminaren</p>
Trainingsschwerpunkte	<p>Management Development & Audits Beratung von Organisationen in Veränderungsprozessen (Prozessberatung und Moderation, Implementierungscontrolling) Entwicklung von Unternehmensleitbildern Ist-Analysen und Konzeption von Human-Ressource Instrumenten Umsetzungsbegleitung von HR Maßnahmen inkl. Trainings Potenzialanalysen und Karriereberatung Coaching und Konfliktmediation Lehraufträge für Human Resources Management</p>
Publikationen	Veröffentlichungen zu den Themen: Leadership, Performance Management, Delegation und Generation Z
Sonstiges	Sponsorin des Viktor Frankl Museums in Wien

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