

# Leading and Motivating Your Team

Hands-on course of 3 days - 21h

Ref.: MOT - Price 2024: CHF1 990 (excl. taxes)

Participants will reenact actual professional situations in front of the camera, which they will analyze to acquire tools that can be used directly in the field.

## THE PROGRAMME

last updated: 01/2018

### 1) Set up common reference with your team

- Define its strengths and its areas of improvement. Know the styles of management and find where to be.
- Formalize common objectives according to the human environment and the parameters appropriate for the company.

*Exercise* : Case study to establish and consolidate its leadership of manager in partnership with the team.

### 2) Lead and facilitate your team

- Identify the role of the team within the company.
- Develop your image as a leader.
- Successfully integrate newcomers.
- Manage the difficult personalities.
- Encourage public speaking and initiatives. Recognize them, canalize them and make them useful.
- Make accept the changes.

*Exercise* : Exercises of team meetings filmed with various types of employees (easy, difficult)

### 3) Know how to communicate

- Guidelines: structure your thoughts, organize your ideas, positive the unforeseen, make yours the decisions and present
- Be convinced and convincing : involve your audience, argue to persuade, rely on objections to enhance and reinforce your
- On negative points : refocus, reframe without demotivating, announce the bad news, manage the disagreements.

*Exercise* : Filmed communication exercises.

## DATES

REMOTE CLASS

2024 : 01 Jul, 16 Oct

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.