



S&P Unternehmerforum is a certified provider of advanced training according to AZAV, Ö-Cert and DIN EN ISO 9001: 2008. We meet the quality standards of ESF.

S&P Unternehmerforum
Seminare - Inhouse-Trainings

From employee to executive

Ensure acceptance – Resolve opposition and conflicts in a confident way



- > Handle opposition in a confident way, gain recognition and respect as an executive
- > Proven and effective management techniques
- > Master difficult situations in daily management
- > Effective management techniques for conflict resolution

Target group:

- > Team, group and project leaders, deputy executives, leaders of executive departments.
- > Key account managers, product managers and assistants from boards and administrations.
- > Management of persons in authority, teams, colleagues and employees

Your benefits:

Day 1

Management without management function – ensure recognition and acceptance as an executive

Successful management techniques: target agreement, delegation and motivation

Day 2

Specific challenges in daily management

The most important skills for conflict prevention

Quick and effective resolution of conflicts – proven techniques in practice

Your advantages:

Each participant receives the following S&P products:

- + S&P Management test "Management skills: define your management style"
- + S&P Test: Assess your communicative strong points
- + Team development: at what phase does my team find itself?
- + Standpoint definition Management skills and related motivation tools
- + Effective preparation of a target agreement meeting
- + S&P Test "What is your delegation manner?"
- + S&P Test: "Feedback proficiency"
- + S&P Guidelines "Recognition and resolution of conflicts"

Dates:

31.01. – 01.02.2018
Köln

06. – 07.03.2018
München

02. – 03.05.2018
Stuttgart

29. – 30.05.2018
Hamburg

Price:

1180,- €
plus 19% VAT

The price includes: PDF-brochures for a participant, three-course menu, coffee, tea, soft drinks and snacks during pauses

Program 1. Seminar day

09.15 h **Greeting**
Coffee and drinks

09.30 – 12.00 h **Management without management function – ensure recognition and acceptance as an executive**

Strong in a
managerial
position

- > From colleague to executive: Central principles of lateral management
- > Confident handling of uncertainties, pressure to perform, expectations
- > Personal adjustment: Distancing oneself without herewith withdrawing oneself
- > Key qualification and self-organization – the structuring of processes by oneself and in the team
- > Making situational decisions and representing them in a confident way

The participants receive S&P management tests and case studies:

- + *Management skills: Define your management style*
- + *S&P Test: Assess your communicative strong points*

12.00 – 13.00 h **Common lunch**

13.00 – 15.00 h **Successful management techniques: Target agreement, delegation and motivation (Part 1)**

The 5 most
effective
management
techniques


- > Clear definition of "rules of the game" and communication lines in the team
 - > **Correct delegation** – conferring responsibilities
 - > Management with goals and SMART formulation of **goals**
 - > **Meetings with employees** – how to successfully conduct them and how to bindingly formulate assignments
- > Bringing team members "**on board**" – controlling common things together

15.00 – 15.30 h **Discussion and experience exchange**

Program 1. Seminar day

15.30 – 17.30 h

Successful management techniques: Target agreement, delegation and motivation (Part 2)



Constructive
feedback and
motivation

- > Management of inefficient employees and teams
- > Team motivation: The most effective ways
- > Feedback – a special challenge in management
- > Criticism as a management tool: A successful critical conversation
- > Management from bottom to top: Keeping the manager on course

The participants receive S&P management tests and check lists:

- + Effective preparation of a target agreement meeting
- + What is your delegation manner?
- + S&P check list "SMART formulation of goals"
- + Feedback skills
- + Practice check: Tools for the optimal usage of your time budget

Case studies: Solution possibilities for challenging situations in management are developed together


17.30 – 18.00 h

Discussion and experience exchange

Program 2. Seminar day

08.15 h **Greeting**
Coffee and drinks

8.30 -10.00 h **Specific challenges in daily management**




Solving difficult situations in management

- > What is to be done if "rules of the game" are broken
- > Sandwich position: Connecting link between management and employees
- > Management of difficult employees and colleagues
- > Performance loss among employees in a team
- > Recognizing and handling the tension between management and team members in time

Case studies: Solution possibilities for challenging situations in management are developed together

10.00 – 10.30 h **Discussion and experience exchange**

10.30 –12.30 h **Conflict prevention: Proven techniques in practice**



Successful conflict prevention

- > Signals and basic patterns of conflicts
- > Recognizing conflicts in time – The **9** escalation levels of a conflict
- > What management/conflict type am I and why?
- > Influence of one's personality on one's own conflict behavior

*The participants receive **check lists** on the topic "Determining one's own management/conflict type"*


Case studies: Development of solution and negotiation strategies for challenging conflict situations.

12.30 – 13.30 h **Common lunch**

Program 2. Seminar day

13.30 – 16.30 h

Quick and objective resolution of conflicts



Team leader
as a
moderator

- > Resolving conflicts by means of removing "gray areas" in responsibilities and resources
- > Change of perspective – considering different viewpoints and eliminating misunderstandings
- > **5** strategies to efficiently and successfully resolve the conflict
- > Agreeing on solutions and pursuing them
- > Help! I am also in a conflict

*The participants receive **check lists** on the topic "Tools for efficient and successful conflict resolution".*

16.30 h

Open talk shows

Consultants



Achim Schulz

Chief executive of Schulz & Partner GmbH

Mr. Achim Schulz founded Schulz & Partner in 2007. He has been consulting medium-sized companies and banks for 22 years now.

Plant manufacturing, automotive engineering, banks, financial services providers, health services, trade and non-profit organizations are his main focus areas.

He consults companies in rebuilding and transition phases as to succession solutions as well as team development processes.

Reiner Schon

Specialist field – team development

Mr. Rainer Schon is aware of the major aspects of the middle sector as well as bank business.

He possesses "insider knowledge" as far as the successful management of bigger staff teams is concerned.

Thanks to his activity as a personnel consultant he possesses a vast cross-sector experience.

Jörg Reinhardt

Specialist field – marketing and corporate development

Mr. Jörg Reinhardt was employed at Dresdner Bank and Commerzbank for 23 years.

His focus areas are marketing control and intensification.

As a project leader, he has successfully implemented processes of change in the areas such as marketing organization and customer service.

As a commercial manager, he is in charge of the financial management of a group of hospitals.

Sandra Westphalen

Specialist field – team development

Mrs. Sandra Westphalen consults companies, hospitals, universities and administrations in the areas such as personality and communication, development of teams and executives as well as rhetoric, moderation and presentation.

Due to her long-term experience as an executive, she imparts contents from practice for practice.

Service offer of Schulz & Partner

- > Team development and training of executives
- > Search for personnel and selection of personnel
- > Strategic staff development with 360°-feedback
- > Succession stock exchange for executives
- > Optimization programs to increase the company value
- > Assessor for evaluation of companies and enterprises
- > Rating and bank negotiations

Your advantages in practice



We'll be happy to inform you about other seminars and in-house trainings. Contact us also through www.sp-unternehmerforum.de

Participants have also booked the following seminars:

- > **Professional management assistance**
Successful and efficient discharge of executives
- > **With motivation to top performances**
Correct motivation and successful achievement of goals!
- > **Project management update**
The most effective tools for successful project work
- > **Management and communication for project leaders**
Successful management of projects – targeted communication – achievement of projects
- > **Compact executive offices**
3 top building blocks for practice: Keeping the company successfully on course!

For replies online:
<https://sp-unternehmerforum.de/seminar-formular/>
or email: service@sp-unternehmerforum.de

From employee to executive

Seminar price: 1.180,- € plus 19 % VAT - Product-No. E04

Our general business terms are valid herewith, which you can find on www.sp-unternehmerforum.de




Sponsorship is possible! Participants from almost all federal states can receive sponsorship from the European Social Fund. You can find the related eligibility criteria on our sponsorship-map:

www.sp-unternehmerforum.de/seminarfoerderung/

Yes, I participate in the following seminar (please choose):

- | | | |
|---|-----------|--|
| <input type="checkbox"/> 31.01 - 01.02.2018 | Köln | <input type="checkbox"/> No, unfortunately I cannot participate.
Please inform me about the dates of other events |
| <input type="checkbox"/> 06. – 07.03.2018 | München | <input type="checkbox"/> No, unfortunately I cannot participate.
Please send us the presentation brochures in
PDF-format at a nominal fee of 390,00 € plus VAT
(Brochures will be sent after the payment has been received and
the first seminar day has taken place). |
| <input type="checkbox"/> 02. – 03.05.2018 | Stuttgart | |
| <input type="checkbox"/> 29. – 30.05.2018 | Hamburg | |

How have you learned about us? Thank you very much for your information.

- | | | | |
|--|-----------------------------------|---|--|
| <input type="checkbox"/> Recommendation | <input type="checkbox"/> Internet | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Seminar portal |
| <input type="checkbox"/> Telephone / Personal contact | | <input type="checkbox"/> Personal cover letter | |
| <input type="checkbox"/> A request for ESF-sponsorship is submitted
(Please attach a copy of the request) | |  | By registering a second participant you receive a 10 % discount. |

Name and position in the company

Name and position in the company

Company

Number of employees

Street, ZIP / Place

Telephone

Telefax

E-mail

Date / Signature This registration is confirmed by my signature!