Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Management courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

349,00 €

PRICE INCL. VAT

429,27 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Basic Managerial Skills

Clear overview of course topics, training scope and key information.

The course is suitable for all managers who want to acquire the most important managerial skills, suitable leadership methods and become more successful managers also thanks to their personal development. The course provides expansion of horizons from theoretical knowledge to development of the ability to effectively motivate and lead others toward achieving set goals and desired results.

COURSE CONTENT

01

Leadership Styles

advantages and disadvantages of different leadership styles, management effectiveness, management cycle, main tasks of a leader, situational leadership, diverse approaches to leading people (ordering, persuading, cooperation, participation)

02

Modern Leadership Theories

Transformational leadership, Transactional leadership, Servant leadership, Charismatic leadership, Effective followers

03

Principles of Individual Work with People

defining a strategy for people in the team and tools for achieving goals, how to assign tasks, how to delegate tasks effectively and efficiently, how to check the increasing level of people's engagement in tasks, defining key competencies of team members

04

Motivational and Demotivational Factors

leading a team and building team cooperation, evaluating positives and negatives, orientation toward people and their performance, planning and effective use of resources, effective leading of internal meetings, successful business meeting

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05

Methods for Effective Leading of People in Processes

Decision-making and judgment, Planning and organization, Leading people and problem solving, Leading people and communication, Leading people and direction

06

Advantages and Disadvantages of Employee Evaluation

conducting interviews, providing feedback management through personal goals, effectiveness of a manager's work, managerial communication and communication skills

GROW method

helps develop activity, independence, engagement and motivation of employees, managing yourself and your time, delegating tasks, preventing and resolving conflicts, self-knowledge and managing your own development

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This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/basic-managerial-skills