

# e-learning management chain

by XOS

*Practical course - 1d - 07h05 - Ref. 8MA*

*Price : 105 CHF E.T.*

Today's corporate manager faces many challenges. In addition to developing their skills, team leaders must be able to impose their own management style. This training course responds to these challenges and guides employees towards successful and effective team management.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Adopt a managerial posture that fosters a proactive, collaborative culture based on stimulating dialogue.
- ✓ Motivate, manage and support your teams on a daily basis to achieve their objectives.
- ✓ Develop your team's communication skills.

## Intended audience

All new managers.

## Prerequisites

No special knowledge required.

### PARTICIPANTS

All new managers.

### PREREQUISITES

No special knowledge required.

### 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

## Practical details

### Digital activities

The soft skills structure: expert videos, exercises, case studies and summary sheets.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

Bénéficiez des conseils et des retours d'expériences des meilleurs experts. Découvrez leurs astuces et les raisons de leurs succès au travers de témoignages concrets. Les apprenants participent à un exercice de découverte active pour compléter et/ou renforcer les apports notionnels de l'expert et bénéficier d'un retour adapté en fonction de leur réponse. Durant chaque cours, découvrez des cas opérationnels réalisés par des experts pour aider les apprenants à mettre en pratique ce qu'ils viennent d'apprendre. Retrouvez une fiche synthèse complète et efficace ! Chaque apprenant pourra conserver une trace écrite de ce qu'il a appris et des conseils qu'il a reçus.

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.

## Course schedule

### 1 Your dream team

- Create and effectively manage a team.
- Build a cohesive team to achieve your goals.
- Plan your team's work efficiently.

### 2 Boosting team talent

- Valuing to energize your teams.
- Develop your employees' autonomy.
- Develop employee skills.
- Prepare delegation effectively.
- Identify skills needs.

### 3 Say what's wrong without losing motivation

- Reframing an employee.
- How can I offer constructive criticism?
- Offer constructive criticism.

### 4 Managing team performance

- Which lenses to choose?
- Set relevant objectives.
- Review an action plan.

## 5 Successful appraisal interviews

- Interview success.
- Professional interview philosophy.
- Purpose of the annual performance review.
- Conduct an assessment interview.
- Assessing skills.

## 6 Managing remote and hybrid teams

- Set up the conditions for successful remote management.
- Steering and promoting autonomy.
- Adapt your communication.
- Optimize your hybrid management.

## 7 The manager coach

- Motivate employees like a coach.
- Boost employee performance like a coach.
- Giving meaning to the work of our employees.
- Case studies.

## 8 Developing your leadership

- What is leadership?
- How can you work on yourself to strengthen your leadership skills?
- How can you work on your relationship with others to strengthen your leadership skills?
- Case studies.

## 9 Supporting change

- Identify the need for change.
- Optimizing change management.
- From resistance to commitment.

## 10 Preventing and managing conflict

- Conflicts in the workplace.
- Turning conflict into opportunity.
- Case study: Reacting to conflict.