

# Advanced Manager certification course

*Practical course - 13d - 91h00 - Ref. KMC*

*Price : 6240 CHF E.T.*

As an experienced manager, this cycle will enable you to take a step back from your practices and your main missions. You'll reinforce five key areas of management: developing your employees' skills, assessing performance, communicating with ease, using the ProcessCom® approach and leading organizational change.

## Teaching objectives

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

- ✓ Developing employee skills and motivation
- ✓ Assessing individual and collective performance
- ✓ Enhance leadership and communication skills
- ✓ Leading change by overcoming obstacles and resistance
- ✓ Better communication with Process Com®.

## Intended audience

Team leaders, project managers, line or cross-functional managers.

## Prerequisites

Team management experience required.

## Practical details

### Teaching methods

Courses in the certification cycle can be taken in any order.

### PARTICIPANTS

Team leaders, project managers, line or cross-functional managers.

### PREREQUISITES

Team management experience 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.

## Course contents

This course consists of the following modules :

|                                                         |       |
|---------------------------------------------------------|-------|
| <b>Boosting team performance</b>                        |       |
| Ref. DPE - 3 days                                       | ★ 4/5 |
| <b>Developing your employees' skills</b>                |       |
| Ref. DCO - 2 days                                       | ★ 4/5 |
| <b>Successful Change Management: Approach and Tools</b> |       |
| Ref. CHA - 2 days                                       | ★ 4/5 |
| <b>Developing your speaking skills for leadership</b>   |       |
| Ref. LVC - 2 days                                       | ★ 4/5 |
| <b>Process Com®, Introduction</b>                       |       |
| Ref. PCE - 3 days                                       | ★ 4/5 |
| <b>Senior Manager certification</b>                     |       |
| Ref. KLX - 1 day                                        | ★ 5/5 |

## Course schedule

### 1 Boost your team's performance

- Evaluate your performance as a manager.
- Understand how your team operates.
- Evaluate performance.
- Developing potential and motivation.
- More cohesion for more performance.
- Personal Progress Action Plan.

#### Exercise

Self-diagnosis. Identify your management style. Personal assessment. Diagnose your team's "personality". Diagnose the organization and functioning of your team. Build your team's activity chart.

### 2 Develop your employees' skills

- Supporting your team in its rightful place.
- Identify the potential and maturity level of your employees.
- Define skills development priorities.
- Managing delegation over time.
- Conduct individual interviews.
- Implement a team development plan.

#### Exercise

Individual reflection: each participant draws up a list of missions and tasks to be delegated to his/her team. Collective debriefing. Individual interview situation (delegation, follow-up, remobilization interview) with video. Debriefing on observed behaviors.

## 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.

### 3 Change management, approach and tools

- Representations of change.
- Adapting to change.
- Giving meaning to and motivating change.
- Communicating change.
- Supporting change.

#### Exercise

Individual reflection: use past situations to objectively identify the obstacles and contradictions of your colleagues. Conduct a participative meeting. Group debriefing. Training in active listening techniques.

### 4 Develop oral presence and leadership skills

- Learn the techniques of great orators.
- Reinforce verbal and non-verbal communication.
- Acquire theatrical techniques to captivate your audience.
- Communicate your vision clearly.
- Develop leadership skills and assertiveness.
- Develop your emotional intelligence.

#### Exercise

Training and role-playing. Individual coaching on "stage presence", games on mobilizing intentions. Performance of a scene: 3 minutes to convince and feedback from the group.

### 5 Process Com®, introduction

- Get to know yourself better and understand how you work.
- Learn how to relate to different people.
- Practice influencing techniques while respecting others.
- Avoid the pitfalls of miscommunication in stressful situations.
- Restore a fluid relationship and quality interactions.
- Set up a personal progress plan.

#### Exercise

Discover the personality structure of each participant. Highlighting the characteristics of the different types on video. Filmed interviews on cases brought in by participants. Discover the different personality types under stress using film extracts.

## Dates and locations

### REMOTE CLASS

2026 : 27 May, 12 Oct., 14 Dec.