PARCOURS COMPÉTENCES+

BECOMING A MANAGER: MAKING THE MOST OF YOUR FIRST 100 DAYS

Cours pratique de 8,5 jours

NEW

Prix : 4070 CHF E.T.

DESCRIPTION

This program will help you assume the role of a confident and credible manager. You'll learn how to lead, delegate, and help your team grow; manage in a hybrid environment; and spearhead your first grassroots change initiative. An energizing, practical, and immersive program designed to help you succeed in your first steps as a manager and inspire others to follow your lead.

INTENDED AUDIENCE

This program is designed for those who are becoming managers: Employees who have recently been promoted to managerial positions (0 to 2 years).

TEACHING OBJECTIVES

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

- Identify Your Personality Structure Using the PCM Profile to Better Understand How You Function
- Analyze different personality types in order to tailor your communication to the needs of each person you're speaking with
- Identify your management style and assess its impact on the team to adjust your approach
- Analyze individual needs and leverage motivational factors to strengthen engagement
- Establishing Rituals and a Relationship of Trust for Remote and Hybrid Management
- Using Co-Development to Resolve Managerial Challenges Through Collective Intelligence
- Identify high-impact use cases for generative AI in your day-to-day work as a manager to save time without compromising quality
- Develop effective prompts to produce reliable and actionable summaries, reports, and management communications

PREREQUISITES

None.

PRACTICAL DETAILS

A welcoming start to create positive momentum, present the program and its resources, introduce the overarching theme, and establish a framework for discussion in order to engage participants from the very beginning.

PARTICIPANTS

This program is designed for those who are becoming managers: Employees who have recently been promoted to managerial positions (0 to 2 years).

PREREQUISITES

None.

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.

FINANCING SOLUTIONS

Plusieurs solutions existent pour financer votre formation et dépendent de votre situation professionnelle.

Découvrez-les sur notre page :
Comment financer sa formation ou contactez votre conseiller formation

TIMES

THE TRAINING SESSIONS TAKE PLACE FROM 9.00 AM TO 5.30 PM, WITH A LUNCH BREAK OF BETWEEN 1 HOUR AND 1 HOUR 30 MINUTES.

For four- and five-day hands-on courses, sessions end at 16:00 on the last day of the course, regardless of the teaching mode..

POURQUOI CHOISIR LE PARCOURS Becoming a Manager: Making the Most of Your First 100 Days

Make the transition from a subject matter expert to a legitimate manager.

- Start your new job with confidence and efficiency.
- Anticipate and manage tensions and misunderstandings within the team.
- Establishing managerial legitimacy.
- Motivate and unite employees around common goals.

A practical path to effectively fulfilling your role as a manager.

VOTRE CERTIFICATION

Compétences+ “Becoming a Manager” Certification.

01 CERTIFICATION PROCEDURES THE COMPÉTENCES+ “BECOMING A MANAGE
CERTIFICATION IS BASED ON A 30-MINUTE ORAL DEFENSE BEFORE A PANEL
PRESENTATION PROCEDURE THE CANDIDATE HAS 15 TO 20 MINUTES TO PR
THEIR OVERARCHING CASE STUDY, BASED ON A REAL-WORLD MANAGERIA
PROFESSIONAL SITUATION. THE PRESENTATION MUST ADDRESS THE FOLLO

02 IN PARTICULAR: - THE MANAGERIAL CONTEXT; - THE ANALYSIS CONDUCTED
ACTIONS IMPLEMENTED; - THE TOOLS USED, PARTICULARLY ARTIFICIAL
INTELLIGENCE TOOLS; - THE RESULTS ACHIEVED; - A CRITICAL ASSESSMENT
EXPERIENCE; - AREAS FOR IMPROVEMENT IDENTIFIED.
DISCUSSION WITH THE JURY FOLLOWING THE PRESENTATION, A 10-MINUTE
QUESTION-AND-ANSWER SESSION IS SCHEDULED. THIS DISCUSSION ALLOW

03 JURY TO DELVE DEEPER INTO THE CANDIDATE’S ANALYSIS AND ASSESS THE
MASTERY OF THE COMPETENCIES TARGETED BY THE FOUR CERTIFICATION
MODULES.
EVALUATION CERTIFICATION IS AWARDED BASED ON THE QUALITY OF THE
STUDY, THE RELEVANCE OF THE PROPOSED ACTIONS, THE CANDIDATE’S AB

04 TAKE A STEP BACK AND REFLECT ON THEIR PRACTICE, AND THEIR MASTERY
ASSESSED MANAGERIAL SKILLS.

MON PARCOURS

DISPOSITIF PÉDAGOGIQUE HYBRIDE : 6 modules, 4 inter-sessions répartis sur 4 à 5 mois

- **Module** : Sessions en présentiel et distanciel
- **Inter-session** : Travaux en autonomie + accompagnement + plateforme dédiée
- Un formateur référent + un ingénieur pédagogique ORSYS dédié à toute la coordination
- Un suivi individualisé, du démarrage au passage de la certification

MODULE 01
Process Communication Model®: Getting to Know Yourself Better and Understanding Others

1 JOUR
- Get to know yourself better and understand how you function.
- Build relationships with various contacts.
- Build your motivation to perform well every day.
- Develop a personal growth plan using the Process Communication Model®.

Exercise :
Practice PCM communication techniques, simulate a variety of interviews, analyze real-life situations, adapt your communication style through fun exercises, and develop your own action plan to improve your interpersonal skills.

MODULE 02
Managing Stress and Conflicts

1 JOUR
- Adapt your communication and approach to defuse tensions and support those you're interacting with.
- Analyze the process by which a conflict escalates and apply techniques to manage it effectively.

Exercise :
Training in the DESC Method for Assertive Communication.

INTER-SESSION

MODULE 03
Team Management: Best Practices for Supporting and Motivating Team Members

2 JOURS

:
Map out your role, analyze your management style, activate motivational factors, practice mediation, lead with impact, provide feedback, set SMART goals, and build your assertiveness.

INTER-SESSION

- The participant must choose a classmate to conduct a real feedback interview with.

MODULE 04
Managing with Impact

2 JOURS
- Establishing Rituals and a Relationship of Trust for Remote and Hybrid Management.
- Practicing co-development to resolve managerial issues through collective intelligence.
- Prevent and defuse tensions within the team.
- Create and deliver a compelling pitch to win people over in 3 minutes.
- Learn about a change management approach to support a transition.

Role-playing :
Present a change initiative in 3 minutes to the group, with structured feedback from peers.

INTER-SESSION

- Each manager participates in (or leads) a "Fresque du changement" session on a topic related to their team's development.

MODULE 05
AI in a Manager's Day-to-Day Life

2 JOURS
- Identify high-impact use cases for generative AI in your day-to-day work as a manager to save time without compromising quality.
- Develop effective prompts to produce reliable and actionable summaries, reports, and management communications.
- Prepare and structure managerial meetings (feedback, guidance, motivation) with the help of AI, while keeping the human element at the center.
- Design and manage a team dashboard using an AI/data tool to track activity, engagement, and performance.
- Adopt a responsible and critical approach (privacy, GDPR, verification of results) in the everyday use of AI.

Role-playing :
Prepare for a feedback session with the AI, then simulate the session with an assistant programmed to play the role of an employee who disagrees with a group debriefing on the AI's actual contributions and limitations.

INTER-SESSION

- Finalize your own team's dashboard and present it to the class.

MODULE 06
Become a Manager Certification

0,5 JOUR
- This certification validates the ability to perform managerial duties, lead a team, drive change, manage complex interpersonal situations, and integrate AI responsibly into one's practices.
- The evaluation is based on a central project, operational deliverables (dashboard, interview, presentation), and a defense before a panel that assesses managerial competence and the implementation of the action plan.

CALENDRIER PROMO 2026

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