

Course : From expert to manager

Practical course - 2d - 14h00 - Ref. PEX
Price : 1590 CHF E.T.

★★★★☆ 4,7 / 5

BEST

Moving from an expert role to a managerial position is a decisive step, both rewarding and challenging. You'll need to grasp the challenges of your new position, readjust your priorities and adopt an assertive leadership posture. This training course has been specially designed to support you in this strategic transition. You'll learn how to clearly define the missions and responsibilities inherent in your new role, how to effectively structure your time management and priorities, and how to master clear, high-impact managerial communication.

Teaching objectives

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

- ✓ Identify your role and responsibilities as a manager
- ✓ Preparing for your new position
- ✓ Define your goals and those of your team
- ✓ Managing your time as a manager
- ✓ Practicing active listening
- ✓ Use situational management principles
- ✓ Setting up a delegation
- ✓ Handling difficult situations with assertiveness

Intended audience

Experts becoming managers. Beginning or experienced managers who need to reconcile expertise and management

Prerequisites

No

Course schedule

PARTICIPANTS

Experts becoming managers.
Beginning or experienced managers who need to reconcile expertise and management

PREREQUISITES

No

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.

1 Understanding the challenges and responsibilities of management

Compétences visées

- Understanding and differentiating the roles of manager and expert
- Defining the manager's responsibilities
- Identify the changes to be made

Activités pédagogiques

- Collective reflection: specify the respective roles and responsibilities of the expert and the manager, define their missions and identify the expectations of line management and employees
- Individual exercises: assess the changes to be made between your expert posture and your managerial mission
- Self-assessment: evaluate current practice in key managerial missions

2 Organizing for success

Compétences visées

- Setting and monitoring objectives
- Setting priorities
- Evaluate activities to be delegated

Activités pédagogiques

- Individual exercises: writing SMART objectives for presentation to your hierarchy or team, creating a manager's time management matrix
- Reflections in sub-groups: sharing of current delegation practices and evaluation of changes to be implemented in one's managerial mission.

Outils et méthodes

- Eisenhower matrix for prioritization and time management

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 Succeeding in your new position

Compétences visées

- Preparing for your new position: the right questions to ask yourself
- Making a success of your first team meeting
- Setting up operating rules

Activités pédagogiques

- Individual reflection: defining your legitimacy and key strengths
- Practical exercises: preparing and planning your first meeting
- Case study: leading an initial meeting and sharing operating rules

Outils et méthodes

- Diagnostic tool (example: QQQQCCP)

4 Developing your managerial communication

Compétences visées

- Adapt your communication style to the context and profile of your collaborator
- Clarifying and resolving misunderstandings through active listening
- Sharing decision-making with assertiveness
- Encouraging motivation through delegation

Activités pédagogiques

- Self-diagnosis: assessing your managerial profile
- Exercises: correct "black words" and "expert jargon".
- Practical work: communication and active listening exercises, contextual management training
- Case study: conducting a delegation interview

Outils et méthodes

- Active listening techniques
- Skills matrix

5 Managing difficult situations

Compétences visées

- Understanding the nature of conflict
- Preventing, dealing with and resolving conflicts
- Identifying and managing difficult personalities

Activités pédagogiques

- Collective reflection: managing difficult personalities in meetings
- Role-playing situations: refocusing interviews, leading a meeting with a disruptive participant

Outils et méthodes

- Conflict management techniques

Dates and locations

REMOTE CLASS

2026 : 9 Apr., 21 May, 11 June, 9 July, 13 Aug.,
24 Sep., 22 Oct., 23 Nov., 14 Dec.

LAUSANNE

2026 : 24 Sep.

GENÈVE

2026 : 24 Sep.