



Training
programme

COMMUNICATION AND MANAGEMENT SKILLS

in-room
or on-line

■ **OBJECTIVES**

- ▶ **Strengthen your daily communication, management and leadership skills** in a complex, demanding and changing environment.

■ **CONVICTIONS**

- ▶ Modern leaders need to balance self-confidence with interpersonal skills, inspire and engage in their ecosystem, and develop their people.
- ▶ Communication, management and leadership are skills that can be learned and cultivated. They accelerate success and many careers.

■ **TARGETS**

- ▶ Management team, cross-functional team, multi-disciplinary group. Middle management, young talents, no prerequisites. In teams, this training also serves as a powerful teambuilding activity. Everyone progresses at his or her own level, and the team becomes stronger.

■ **CONTENT**

1. Strengthen and refine your management behaviours

Set ambitious goals for yourself by practicing 4 fundamental success behaviour skills. Gain self-confidence, assertiveness and generate enthusiasm. Use your visual memory for greater daily efficiency. Deliberately and appropriately balance softness and firmness. Practice the “dolphin strategy“.

Applications, 360° feedback, emails, hotline

2. Communicate more effectively with your ecosystem

Receive enlightening feedback from those around you and build on the experience. Show genuine interest in others and develop great interpersonal skills. Work on the content, strength and form of your messages to be more convincing. Be skillful at rewarding in a pleasant way and at criticizing in a constructive way. Increase your performance as a manager.

Applications, emails, hotline

3. Motivate on a daily basis and develop your leadership

Inspire confidence in others, give them confidence and be able to trust them. Lead your team members in effective actions towards ambitious goals. Coach them to progress towards excellence according to a proven process. Manage priorities to reconcile high productivity and quality of life at work. Manage change, stress, pressure and tensions more serenely. Develop your talents as an authentic, appreciated and motivating leader. Increase your influence and charisma.

Applications, emails, hotline

■ **METHOD**

- ▶ You experience many practical exercises, at your choice in French or English.
- ▶ You make progress during the sessions and apply in the inter-sessions for this purpose, by practising leadership behaviours designed to be highly effective. You evaluate yourself and the training: at start, at the end, and 2 months later.
- ▶ With this method, you will acquire new habits which prove effective and long lasting.

■ **MODALITIES**

- ▶ In-room: 3 modules of 2 consecutive days, 3 to 5 weeks apart (6 days).
- ▶ On-line: 3 modules of 4 mornings, 3 to 5 weeks apart (12 half-days). You receive the programme, connection code and participant's manual in advance.
- ▶ In case of disability, please contact us to find an accommodation.
- ▶ Price 2860 € excl. tax per participant. In-house rate: please contact us.