

Course code: LEADI

In this practical workshop, we will go through the basic skills and deeper reflections on what it means to be a leader. During the course, you will clarify what comes naturally to you and at what level, and you will gain inspiration from the lecturer and other participants, because every experience in the role of a manager is unique. Your task in this course will not be to passively listen to explanations, but to actively participate, discuss, and try out situations in practice. Bring situations from your own experience where you would like to find further inspiration and make use of the workshop space. The grasp of theoretical information and recommendations is supported by practical exercises. Less theory, more testing and exploration. After completing the course, you will have a clearer idea of your strengths in this role and what you can rely on, and you will gain inspiration for possible solutions to situations that are more challenging for you. You will clarify what is important for you to work on in your role so that you feel more confident in it.

Who is the course for

Managers who have been leading their own departments for a short period of time or are just starting out in management. Ideally, they should have less than or equal to two years of experience in the role. The course can also be inspiring for project managers or similar professions who need to better understand the role of a department head.

What we teach you

You will gain inspiration on how to better orient yourself and settle into the role of a leader so that you can feel more confident and act naturally.

Teaching materials

Presentation in electronic form.

Course outline

- The role of a manager – what it involves and what it doesn't involve, and how it differs in my organization, values, strengths, boundaries
- Vision for my department – how I can look at it and how to work with it further to develop a strategy
- Leadership styles and how to use them more appropriately in practice
- 4 styles – what they involve, training
- Using a coaching style in discussions with subordinates and colleagues – when it is appropriate and when it is not
- Communication
- Listening well and asking good questions – the most common mistakes in communication and tips on how to do things differently
- Feedback – factual and considerate
- Regular 1-on-1 meetings with subordinates – what topics can be brought up, how to enrich them
- Effective team meetings and ways to liven them up
- Conflict – as a path to a new beginning
- Performance & satisfaction of subordinates
- Monitoring capacities
- Performance evaluation – what to look at and how to appropriately reward
- Motivation and demotivation
- Space to open up practical situations that you yourself bring to the space
- Recommendations for further inspiration, literature, etc.

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