

Trainer: Monika Maria Thiel

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## Agenda „Leadership Skills“ - Virtual training via Zoom

September 14<sup>th</sup>, 2020

Time	Content
09:00-12:00	<p><b>Introduction</b></p> <ul style="list-style-type: none"><li>• Introduction and icebreaker</li></ul> <p><b>Leadership Theories</b></p> <ul style="list-style-type: none"><li>• Leadership tasks and instruments</li><li>• Leadership models and high performance teams</li><li>• Gains and losses coming with a leadership position</li></ul>
14:00-17:00	<p><b>Team Roles and Phases</b></p> <ul style="list-style-type: none"><li>• Team development stages and team management</li><li>• Team roles</li><li>• Team triangle</li></ul> <p><b>Exercise on Leadership and Team Roles</b></p> <ul style="list-style-type: none"><li>• Practical exercise on team development stages, team roles and leadership styles</li></ul> <p><b>Individual Reading Assignment (asynchronous)</b></p>

## Agenda „Leadership Skills“ - Virtual training via Zoom

September 15<sup>th</sup>, 2020

Time	Content
09:00-12:00	<p><b>Learning Points from Reading Assignment</b></p> <p><b>Leading Yourself</b></p> <ul style="list-style-type: none"> <li>• Planning and prioritizing your own and the team’s tasks</li> <li>• Building confidence and resilience</li> <li>• My strengths</li> <li>• Communicating effectively in a leading role</li> </ul> <p><b>Meeting Culture and CPS Moderation Tools</b></p> <ul style="list-style-type: none"> <li>• Meeting culture</li> <li>• Planning and conducting a meeting getting results</li> </ul>
14:00-16:30	<p><b>Difficult Situations and Integrating Different Personalities</b></p> <ul style="list-style-type: none"> <li>• Dealing with difficult team situations and „difficult“ people</li> <li>• Understanding differences in people (Riemann model)</li> </ul> <p><b>Building Trust through Listening, Empathy, Encouragement and Feedback</b></p> <ul style="list-style-type: none"> <li>• Active Listening</li> <li>• Solution-oriented questioning</li> <li>• Constructive feedback</li> </ul> <p><b>Summary and Feedback</b></p>