

Trainer: Monika Maria Thiel

Agenda “Leadership Skills“

October 07, 2021

Time	Content
09:00-12:00	Session 1 <ul style="list-style-type: none">▪ Introduction and icebreaker▪ Leadership tasks and instruments▪ Relevant leadership models

14:00-17:00	Session 2 <ul style="list-style-type: none">▪ Summary leadership models including remote leadership▪ Leading in the VUCA world▪ Gains and losses coming with a leading role▪ Team development stages and team management▪ Team roles with test▪ Elements of high performance teams▪ Remote leadership tools
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October 08, 2021

Time	Content
09:00-12:00	Session 3 <ul style="list-style-type: none">▪ Leading yourself▪ Planning and prioritizing your own and the team’s tasks with Kanban▪ Building confidence and resilience - staying in balance▪ Reflecting on own strengths (test)▪ Communicating effectively in a leading role▪ Meeting culture▪ Planning and conducting a meeting getting results, tips for remote team meetings

14:00-17:00	Session 4 <ul style="list-style-type: none">▪ Understanding differences in people (Riemann model)▪ Dealing with emotions (own and others’) and leading by example▪ Building trust through listening, empathy, encouragement and feedback▪ Dos and Don’ts leading a team▪ How do I know I am got at leading▪ Summary and feedback
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