



Staff dialogue as the most important management tool for leaders

2 day seminar about the power of staff dialogues and how they make leadership successful.

For leaders who are new in their role, or for leaders seeking to refresh their people management skills.

The staff dialogue is the most effective leadership instrument. You will become acquainted with the diverse opportunities to get in touch with your staff, and how you can use the dialogue in a result- and relationship-oriented way, so you as well as your direct reports reach goals and are successful. You will receive guidelines to manage your interaction with different types of employees in the best possible manner, and you will learn how you celebrate success and how to deal with challenges by fostering a constructive dialogue. For more confidence and effectiveness in your role of a leader!

Contents:

- The diverse occasions for staff dialogues, their contents and sequences
- Basics of faithful leadership communication
- How to deal with different types of employees
- Rules for effective, successful interpersonal communication
- Suspense inducing structure of different types of dialogues
- Effective body language for leaders
- Conflicts as opportunities for improvement
- Motivation tools
- Facilitating team meetings
- The leader in the coaching role

Methods:

- Presentations
- Individual and group exercises, group discussions
- Self analyses
- Role plays with feedback from peers
- Moderated exchange of practical experience
- Learning agreements as a reminder what key points to take away from the seminar and how to implement these in the daily life

Results:

- You know under what conditions a staff dialogue will evolve in the desired manner, and you are able to create these conditions.
- You are acquainted with the rules of good, clear and effective communication, and you gained experience in actually applying these rules.
- You know what kind of communication is recommendable when interacting with different types of employees.
- You possess basic guidelines outlining content and sequence of different kinds of staff dialogues, as a back-up for your daily life as a manager.
- You feel confident in difficult dialogue situations.
- You are acquainted with tools to conduct result-oriented team meetings and to coach your employees for personal and professional growth.



Your trainer:

Patrizia Kaiser, HR Manager with 14 years of practical experience throughout the employee life cycle, sparring partner for leaders, trainer & lecturer, MBA, BA (Hons)
Director at HR & Perspektiven

The frame of the seminar

- 2 days, in your company or an external location
- Contents / focal areas can be adapted to your needs
- 3-12 participants
- Price: 3.200 Euro (net) incl. hand-outs and post-processing
- References on request