

# Formation Balmont

1 Formatrice - 20 ans d'expertise - 80 thèmes de Formation - 7800 Stagiaires

## Management skills Stage 1

### Educational methods

During this training, the participant transposes specific situations to become aware enough to go for change. The participant can freely express himself (herself) on one's capabilities and difficulties. He(he) quickly and efficiently integrates this training as practical exercises and various situation scenarios make it a positive model. Also video testimonials of managers from other companies allow to share the vision of the other managers / project managers.

### Educational objectives

- Understand the basic missions of the manager
- Acquire reflexes to optimize one's mode of communication and its management style
- Identify effective and ineffective attitudes

### Detailed Program

#### 1. Understand the stakes in the manager's role and responsibility

- The manager: from captain to conductor
- The essential functions and responsibilities : the role, mission and skills
- To position as a leader when taking office
- Testimony of a leader

**Live situations:** Self presentation as a Manager and sharing one's vision with the team

#### 2. The styles of Leadership adapted to the non hierarchical Management

- The situational Management
- Four Management styles and their specificities

**Auto-diagnosis** of one's dominant style

#### 3. Build a project team logic

- For a meaningful project
- Define collective and individual objectives and their criteria SMART
- Manage the interactions and strengthen the team cohesion
- The informal and formal situations of Communication

#### 4. Lead effectively a meeting

- The various roles to accept in order to lead a meeting
- How to get organized. Advises to optimize one's efficiency
- Build the agenda, the report

#### 5. Optimize team motivation

- Theories of the motivation
- Create the conditions in favor of the motivation
- Identify the best behavior
- Get the support of the team



**Duration :** 2 days

(14 hours training)

**Rates :** 1650€

**Dates :** 4 & 5 Feb. 2021 - 25

& 26 March 2021 - 26 & 27

May 2021 - 29 & 30 June

2021 - 5 & 6 Oct. 2021 - 9 &

10 Dec. 2021 *or you choose*

*the dates !*

**Place :** Lyon - Écully

**Code :** ENG1505

**Trainer :**

Chantal Englebert-Balmont

Tel : 04.78.33.57.59

06.80.05.03.76

Mail: [formation@balmont.net](mailto:formation@balmont.net)



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#### 6. Manage difficult situations

- Identify the main causes of conflicts
- Promote new behavior by setting rules and leaning on the signs of recognition
- Encourage progress

#### 7. Delegate successfully to optimize team effectiveness

- Prepare the delegation : advantages – Limits and opportunities
- How to delegate and be successful
- The stages of the interview and rules of the game of the delegation

Questionnaire to validate educational benefits



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