



# Effective Leadership

IN ENGLISH



# Effective Leadership

Seminar particularly suitable for managers who have little or no leadership experience, but who will soon be leading employees and teams. Specially designed for junior executives as well as for specialists and upcoming managers of all business segments.

## Concept

Leadership begins when the diligent work of a single person won't do the job anymore, when joint efforts are necessary to reach goals. Motivating employees for common goals and boosting performance call for high leadership competence. The goals of this course are:

- ▶ Demonstrate essential elements and correlations between result-oriented and employee-oriented leadership.
- ▶ Learn to effectively apply the instruments and methods of leadership.
- ▶ Recognize the importance of social competence and question personal leadership behavior in teams and in management processes.

## Topics

### Basics of Effective Leadership

- ▶ Leadership skills as a basis for advancing professional careers
- ▶ Leadership skills as a prerequisite to achieving results
- ▶ Practical leadership, the role of the leader

### Psychological Insights

- ▶ Better understanding of human behavior
- ▶ Better understanding the behavioral patterns of employees, coworkers and superiors
- ▶ Situational leadership considering psychological insights

### The Effective Leader

- ▶ Harmony between leadership mission and personality
- ▶ Balance of professional and private goals
- ▶ Development of personal leadership potential
- ▶ Growing personal impact
- ▶ Coming across to others, convincing, prevailing
- ▶ Caring for coworkers, being a role model
- ▶ Gaining acceptance, trust and loyalty of coworkers; being enthusiastic about common goals

- ▶ Prerequisites for successful Leadership
- ▶ Leadership culture and atmosphere
- ▶ Importance of trust and candor
- ▶ Leadership philosophy
- ▶ Scope and personal organization

### Personal Leadership

- ▶ Finding a personal professional style
- ▶ Setting priorities, time management
- ▶ Getting over inner barriers
- ▶ Problem solving in complex decision making situations
- ▶ Delegating and letting others shine

### Becoming a Leader

- ▶ Characteristics of leaders
- ▶ What differentiates leadership personalities?
- ▶ Skills for thorough leadership competence

### Solution-Oriented Communication

- ▶ Communication as a leadership challenge
- ▶ Open discussion of opposite points of view
- ▶ Communication skills and bargaining skills as success factors
- ▶ Accepting or solving systematic conflicts
- ▶ Addressing home-made conflicts
- ▶ Techniques of solution-oriented communication

### Social Competence

- ▶ Social competence as a prerequisite for effective leadership
- ▶ Elements of social competence
- ▶ Self analysis and second opinion
- ▶ Techniques for developing social and emotional intelligence

### Leading Teams to Peak Performance

- ▶ Creating a winning spirit
- ▶ Characteristics of successful team culture
- ▶ Hierarchical or nonhierarchical structure?

## Program dates (4 days)

Sem.-Nr.	Ort	Datum
E-75323	Davos	23. - 26.10.2023
E-75124	D-Frankfurt	18. - 21.03.2024
E-75224	Davos	24. - 27.06.2024

Program fee\*: CHF 4500.- (plus VAT for seminars in Switzerland, see p. 146)

Further information and booking via internet: [www.sgmi.ch/ens11](http://www.sgmi.ch/ens11)

\*Invoicing in EUR possible (depending on current currency rate)



Corporate Programs:

As well available as Corporate Program



## Information and Advice

We will gladly provide you with more information about our seminars, programs and diplomas. Call us if you would like an SGMI advisor to help you make the right personal-development choice among our many courses and programs.

Phone +41 (0)71 223 50 30

Fax +41 (0)71 223 50 32

## Registration

Please fill out the attached registration card and send it back to:

SGMI Management Institute St. Gallen

Bogenstrasse 7

CH-9000 St. Gallen

Fax +41 (0)71 223 50 32

Internet [www.sgmi.ch](http://www.sgmi.ch)

E-mail [seminare@sgmi.ch](mailto:seminare@sgmi.ch)

After we receive your registration, we will send you the following

- ▶ The confirmation of your registration with an invoice.
- ▶ Information on logistics, hotel and travel to the program venue.
- ▶ A room reservation sheet for your hotel reservation.

If a seminar is fully booked or if acceptance in a diploma program is not possible, we will inform you immediately. SGMI reserves the right to make small adjustments to programs or changes of faculty.

## Seminar Fees

Seminar fees include the cost of the seminar and the seminar materials (plus 7.7% VAT for seminars in Switzerland, from 2024 8.1 % VAT). Not included are all hotel costs participants pay the hotel directly, including room and board. Multipart seminars can be booked only as a whole. Missed seminar days or seminar parts cannot be made up at a later date.

Seminar and diploma fees may be paid in Euro (EUR) or Swiss Francs (CHF) at the daily currency exchange rate.

## Change of Registration / Cancellation

Changes of registration from one seminar or diploma to another are possible only up to 6 weeks before the start of the seminar and only at the cost of a CHF 400 change of reservation fee. Cancellations are free up to 3 months before the start of a seminar. Registered participants who cancel their registration between 3 months and 6 weeks before the start of a seminar will incur a charge of 40% of the respective seminar or diploma fee. Registered participants who cancel their registration within 30 working days of the start of the seminar will be charged the full seminar fee. We recommend that participants take out cancellation insurance to cover the above seminar cancellation costs in case of illness or other unforeseen circumstances. The complete SGMI terms and conditions are available here at [www.sgmi.ch/tc](http://www.sgmi.ch/tc).

## Travel to the Hotel

Travel directions and information about the hotel are sent with the registration confirmation.

## Registration Card

We register for the following program:

Number/Date	Last Name	First Name
	Date of Birth	
	Company/Organization	
	Street, Number	
	ZIP Code/City	
	Phone	Fax
	E-mail	Number of Employees
	Industry	Function
	Date	Signature

We are looking forward to your registration. Please send your registration card by mail, fax, or e-mail.

SGMI Management Institute  
St. Gallen

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