



# Leadership training for junior staff & master craftsmen

## Seminar objective

A company's economic success depends to a large extent on the qualifications of its employees. This seminar teaches the most important management techniques for junior managers and master craftsmen in a practical way. A large number of examples and case studies enable an intensive learning process.

## Seminar content

- New leadership tasks
- Managing and leading teams and employee groups
- Management responsibility in relation to the company and its employees
- Changed responsibilities in team working
- Basics of conducting conversations in management situations
- Leadership know-how and leading people in practice
- Motivating and guiding employees
- Recognition and criticism as a means of leadership
- How do I give instructions?
- Informing and monitoring employees
- The manager as a consultant
- How do I behave in conflict situations?
- Creation of optimal working conditions
- Agreeing on goals
- Practice through role-plays
- Case studies

## Methodology

Reflection on one's own leadership style Exchange of experiences and discussion Moderated exercise sequences Short trainer inputs Simulation of everyday situations

## Target audience

The seminar leadership training for young managers and master craftsmen is aimed at young managers and master craftsmen who wish to further develop their leadership skills.

### Course ref.

F2004

### Participants

not more than 9 participants

### Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

### Location & dates

#### Münster

26.08.2024 – 27.08.2024  
05.12.2024 – 06.12.2024  
03.02.2025 – 04.02.2025  
07.04.2025 – 08.04.2025  
25.08.2025 – 26.08.2025  
04.12.2025 – 05.12.2025

#### Berlin

03.06.2024 – 04.06.2024  
28.11.2024 – 29.11.2024  
02.06.2025 – 03.06.2025  
27.11.2025 – 28.11.2025

#### Frankfurt am Main

18.11.2024 – 19.11.2024  
27.01.2025 – 28.01.2025  
17.11.2025 – 18.11.2025

#### Munich

01.07.2024 – 02.07.2024  
16.09.2024 – 17.09.2024  
30.06.2025 – 01.07.2025  
18.08.2025 – 19.08.2025

### Fee

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



## **FAX-ANMELDUNG +49 251 20205-99**

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1. Teilnehmer

\_\_\_\_\_  
Name/Vorname

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E-Mail

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Mobilnummer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

Firmendaten/Rechnungsempfänger

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Firma

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Rechnung (Name)

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Straße/Nummer

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PLZ/Ort

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Telefon/Fax

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Branche

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2. Teilnehmer

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Ort                                      Termin

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Anzahl der Mitarbeiter in Ihrem Unternehmen

\_\_\_\_\_  
Kundennummer

\_\_\_\_\_  
Anmeldebestätigung (E-Mail)

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Unterschrift