

Managing people

Effective managers seem to get the most value out of their people. Learn in this executive three day people management workshop how they do it.



Your expert trainer:

Patrick Lybaert

Founder & Director

EXECUTIVE LEADERSHIP FOUNDATION



IFBD

Institute for Business
Development



WHY THIS TRAINING PROGRAMME?

YOU ARE RESPONSIBLE FOR THE BUSINESS RESULTS OF YOUR TEAM

You are struggling with a deadline or you have to take a crucial decision that impacts your company as well as your career... The last thing you need is "difficult" people to take into account. When time becomes money and your management requires powerful measures, you expect your team to cooperate: quickly and rationally. You do not need displeased, complaining co-workers. You don't want unmotivated employees who put their job and responsibilities on a side-track. You expect your people to be proactive at all times, even though the new-born child of your project engineer has been crying all night ... Reality, however, is often different! And as a manager you have to be able to deal with this.

COMMUNICATE CLEAR GOALS AND EXPECTATIONS, ROLES AND RESPONSIBILITIES

Working with people is coaching and motivating them. Individually as well as in a team. However, managers keep on underestimating their personal impact on the effectiveness of their teams. For as a manager you have the power and the responsibility. The power to take decisions, the responsibility to achieve results. And therefore you need real skills.

INSPIRE AND MOTIVATE YOURSELF, YOUR INDIVIDUAL TEAM MEMBERS, YOUR TEAM AND YOUR MANAGEMENT

Before you can take a step towards coaching people, you have to acquire insight into your personal leadership style. Only then you can grow to being a valuable people manager. That is why Patrick will on the first day especially dwell on who you are as a manager and how you can optimize your personal leadership style.

On the second day you will learn how to coach and guide individual employees. The entire performance management cycle will be dealt with. The emphasis in this case lies on how you can distillate every individual's potential fully.

Your role as a team manager will be addressed on the third day. Individual employees function within a team. As a manager it is your assignment to integrate each individual employee within a strong, motivated and a result-oriented team. This is not easy, but achievable. How to do this, will be explained on the third day.

DON'T MISS IT ... YOU WILL BE A BETTER PEOPLE MANAGER AFTER THIS WORKSHOP, THAT'S FOR SURE...

Anno 2020 different management skills are required. A sputtering economy, company reorganisations, decreasing company results, limited space for negotiations... require vigorous leadership. Working with people has never been as complex and challenging as nowadays. This intensive workshop will augment your personal insight, practice your essential skills and help you setting up a motivated team. In this way you learn to work with people and orient on results.

YOUR EXPERT TRAINER



Patrick Lybaert graduated at the University of Ghent as an organizational psychologist. He started his career in the banking sector, as a manager in the former BBL and later as a Programme Director in the German training centre of a consortium of European larger banks. After this he

changed to the Management Centre Europe, where he was Programme Director for the General Management and Leadership programmes for 5 years. Afterwards he became Chief Learning Officer in Pliva (a worldwide operating pharma organization), and he was also responsible for the set-up of the Pliva's Corporate University.

Nowadays Patrick is active as a fulltime teacher in difficult and integrated leadership programmes, this already more than 10 years. He, for example, teaches in the Executive Education & Development Programmes at the Rotterdam School of Management, Erasmus University. This concerns made-to-measure programmes as well as MBA-programmes. Patrick has, moreover, founded the Executive Leadership Foundation (ELF), a unique training organisation that aims at offering international organisations leadership-learning solutions.

As a trainer he is engaged to help the participants to develop their potentials. In this way he supports you in creating a meaningful workplace, where everybody will be stimulated in doing his/her utmost. He is a dynamic and motivating trainer. His favourite quote is: 'You can't change people, you can only help them to become more of themselves'. Patrick has already coached and trained more than 15.000 managers.

TIMETABLE TRAINING:

- 08hrs30 Reception, welcoming & registration.
- 09hrs00 Startup of the workshop & introduction trainer.
- 12hrs30 Lunch.
- 17hrs00 Closing of the day.



EXTENDED SEMINAR OUTLINE

DAY 1

WORKPLACE MANAGEMENT: who are you as a manager?

- ◆ What is your role as a manager when working with people?
 - ❖ Managing your team (downwards management).
 - ❖ Managing your colleagues & supporting services (side ways management).
 - ❖ Managing your management (upwards management).
- ◆ Difference between leadership and management.
- ◆ Situational leadership and your personal leadership style:
 - ❖ Coaching.
 - ❖ Delegating.
 - ❖ Persuading.
 - ❖ Motivating.
 - ❖ Efficient communication techniques.
 - ❖ Carefully listening
 - ❖ Personal efficiency as a leader:
 - Meeting skills.
 - E-mail management.
- ◆ Personal leadership style: authenticity as a leader.
- ◆ Values and your role as a manager.
- ◆ Change and transition management and your role as a leader:
 - ❖ How to deal with change – on the working floor?
 - ❖ How to motivate people into dealing with change?
 - ❖ To break up opposition.

Today's focus lies on:

- ◆ **Coaching, delegating and persuading.**
- ◆ **Communicating and listening interactively.**
- ◆ **Positive influencing.**
- ◆ **Understanding themselves and others more.**

DAY 2

JUDGING AND CORRECTING PEOPLE: coaching individual team members.

- ◆ Motivating people:
 - ❖ What motivates people?
 - ❖ Creating motivation made to measure.
- ◆ The performance management cycle:
 - ❖ Giving positive and guiding feedback “on the job” and on the floor.
 - ❖ Fixing objectives and defining key result areas.
 - ❖ Conducting monitoring and evaluation conversations.

- ❖ Judging people:
 - How to handle this and which criteria?
 - How to avoid biases and wrong judgements?
- ◆ Use efficient feedback when dealing with difficult people.
- ◆ Conducting difficult conversations.
- ◆ The foundations of a personal development plan for your people:
 - ❖ to draw up ...
 - ❖ to follow up ...
 - ❖ to adapt a job to an individual in contradiction to adapting an individual to a job.
- ◆ Developing your people's creative potential:
 - ❖ Look beyond the first solution.
 - ❖ 7 easy techniques.
- ◆ Creating a learning environment:
 - ❖ Toolkit for self-development and self-unfolding.
 - ❖ The values of a learning journal.

This second day's focus lies on:

- ◆ **Judging people and valuing output.**
- ◆ **Conducting evaluation conversations.**
- ◆ **Increasing the individual output.**

DAY 3

GROWING TOWARDS A TEAM AND YOUR PERSONAL ROLE IN IT: managing a team.

- ◆ How to lead a team?
 - ❖ Managing individual competences.
 - ❖ Managing collective competences.
- ◆ Game rules for mutual confidence.
- ◆ Dealing with opposition:
 - ❖ Individual opposition.
 - ❖ Group opposition.
- ◆ How to collect individuals into a solid team?
- ◆ Demining conflicts.
- ◆ Using emotional intelligence.
- ◆ The taking of decisions in participation

The third day's focus lies on:

- ◆ **Demining conflicts.**
- ◆ **Creating strong teams.**

REGISTRATION FORM

Fundamentals of finance for the non-financial executive

DATE & VENUE:

>>> More information on our website: www.ifbd.be

INFORMATION COMPANY

COMPANY:

ADDRESS:

PC & CITY:

TEL: / FAX-nr.: /

BUSINESS OF ACTIVITY:

COMPANY SIZE:

INVOICE DETAILS (if different)

COMPANY:

Your ref:

VAT number:

ATTENDEES

Mr. / Ms.:

Jobtitle:

E-mail:

Mr. / Ms.:

Jobtitle:

E-mail:

PRACTICAL DETAILS

DATES & VENUE

More information on our website www.ifbd.be

FEES: 1.795 € excl 21% VAT

- ◆ Price includes pre course material, tuition, meals and documents but not hotel room accommodation.
- ◆ Please contact IFBD for discounts for multiple enrolments.
- ◆ Please contact IFBD if you want to use KMO Portefeuille, Cheques Formation, Opleidingscheques ... as the IFBD has its accreditation for all these above mentioned support.

5 EASY WAYS TO REGISTER

- ◆ Fax: +32 50 31 04 21
- ◆ Tel: +32 50 38 30 30
- ◆ E-mail: info@ifbd.be
- ◆ Internet: www.ifbd.be
- ◆ Mail: IFBD, Zeeweg 155, 8200 Brugge

WHAT HAPPENS IF I HAVE TO CANCEL?

Confirm your cancellation in writing 2 weeks before the date of the course and you will only pay 75 € cancellation fee. Regrettably, no refunds can be made for cancellations received less than two weeks prior to the training, invoices remain payable. You can always be replaced by a colleague at no extra cost. Due to unforeseen circumstances, the programme may change and the IFBD reserves the right to alter the venue and/or speakers.

DATA PROTECTION & THE IFBD DATABASE

The personal information shown on this form, and/or provided by you, will be held on a database and will not be shared with other companies. You can consult this information at any time according to the law 'verwerking persoonsgegevens' (08/12/1992).

If you are receiving multiple mailings or you would like us to change any details or remove your name from our database, please contact us at the address: info@ifbd.be.