

*Leadership skills*

**“YOUNG LEADER PROGRAM”**



## Dear prospective customer!

### Take the lead!

#### Well prepared for the first 100 days

You have learned that you are destined for a leadership position - or you already have a concrete offer. Or maybe you have surprisingly - quasi "overnight" - had to step into a leadership role. On the one hand you are proud of this, on the other hand new challenges come up for you with this new role: From the moment you take leadership, you are no longer responsible for yourself and the company, but also for other employees / - Inside.

However, the seminar not only offers high potentials a good start in leadership, but is also a good opportunity for already existing team leaders to reflect the previous leadership work and to integrate new tools into the leadership work. Some of the experience is even an advantage as the transfer to practice can be even faster, or specific cases of the participants in the seminar can be worked on.

### The goal:

#### Focus on the essentials

Now it is important to be quickly equipped with the right equipment for this career jump, so that

1. They are accepted more quickly in the team and at customers.
2. You prove to others that you are the right choice for this position and deliver the corresponding results.
3. Do not overburden yourself completely and thereby lose the enthusiasm for your leadership role.

In the WIFI Management Forum, junior executives learn in just three days to concentrate on the essential tasks right at the beginning of their management career. The most important contents are communicated intensively and practice-oriented. Among other things, they are working on concrete practical examples of the participants.

### The structure:

Before the start of the 3-day intensive seminar, the participants will receive preparation documents. Essentially, this is a "self-analysis" that determines one's own expectations and those of the relevant environment (organization, boss, employees). This is where a first personal strengths and weaknesses profile emerges. Together with the short analysis, the goals for the first 100 days of leadership activity are defined. During the three days of the seminar, a learning matrix helps to work precisely on these individual needs, the right methods for achieving the goals, strengthening the strengths and reducing the weaknesses. Upon request, an individual follow-up with the trainer, who evaluates the respective status quo and ensures the achievement of the goal, is also possible. With this learning model you are well prepared, to master the first time as a manager outstanding and to develop successfully.

## Contents in detail

### The first 100 days as a leader as a guidepost for the future

Rise in the hierarchy of a company brings more prestige, more money and more responsibility. For the first time you are responsible for other people, not only need to reconcile your own goals with the company goals, but also those of the employees.

More responsibility brings additional tasks, more complex projects and makes more effective and efficient work necessary. In addition to the already sufficient juggling balls of your daily work, there are still some cones added. Keeping them all in the air is your job. It is important to organize, to correctly classify the employees, to recognize their strengths and weaknesses and to develop them all - including themselves.

Now you want to bring the already familiar theoretical concepts such as delegation, coaching, staff admission, recognition and criticism as well as motivation in your own personal way to practical use. If you take enough time, you will succeed.

In the three seminar days, you will find access to your personal situational style of leadership. You will work out ways in which you can make best use of management tools in your company and how you can communicate with employees, peers and supervisors.

### Leadership needs style

During the three days of the seminar, you will shed light on your new situation as a leader and gain access to Find your personal style of leadership. You develop ways in which you can make best use of management tools in your company and how you can communicate with employees, peers and supervisors.

### Your benefit for the practice:

- Learn how to handle the different roles as a leader and bring your personality into your leadership role.
- You set clear goals, delegate properly and create opportunities for your employees to perform well.
- They recognize the right motivators to build shared visions.
- Draw up a personal to-do list based on a catalog of measures and reflection cards to plan and implement your next steps.

### Three phases for good leadership:

#### Me - Me and my staff - WE and the others

Within three days, five chapters will be developed to help you successfully enter your leadership role support:

Chapter 1: Appearance as a Manager + Self-Organization

Chapter 2: Management

Chapter 3: Communication

Chapter 4: Situational Leadership and Enthusiasm

Chapter 5: Environmental Conditions and Change

## First day

You will recognize yourself and your potential, in a step-by-step plan you will plan and implement your next steps. The self-knowledge in the "clinical" seminar situation through many practical exercises, editing real cases and role-playing games make you fit for your everyday life.

Contents:

- Function - Roles - Expectations
- Self-image - External image as a leader
- Motivation and employee retention
- Recruitment and employee integration
- Competences and personnel development
- Time and self management
- Measures catalog and reflection map for implementation

## Second day

You learn the correct way to deal with employees. From the reception of the staff to the end of the cooperation, from the short praise between the door and the standardized annual discussion, you will get to know the methods of the other participants in addition to the theory. Here you will find out which leadership styles are easy for you and which ones you can still grow.

Contents:

- communication and feedback rules
- conversation technique with role-playing games
- Lead staff meetings
- Motivational performance assessment
- MbO Performance Management
- Agree on quantitative and qualitative goals
- Measures catalog and reflection map for implementation

## Third day

The topics of team building and networking with the rest of the organization are discussed. You will learn what counts with good teams and how to manage them. The surprises of the group dynamics, but also the possibilities of good discussions and meetings, the chance of the moderators role are also visible here. It's about corporate culture, organizational development and, of course, conflict management.

Contents:

- Team development and employee integration
- Design meetings and manage them efficiently
- Corporate culture and trust
- Difficult conversation partners
- Conflict management
- Handling change - separation talks
- Measures catalog and reflection map for implementation

## Know that you receive:

### Appearance as a manager

- Self and time management
- To reconcile the different expectations
- Represent the team in the hierarchy and settle conflicts
- Personal appearance as a manager (function-personality role)
- Attitude as a leader and the value of trust in leadership

### Management

- Proper use of recognition and criticism
- Make meetings effective and efficient
- Set SMART goals, MbO
- Recruit, integrate / include and promote the RIGHT employees
- Work organization: do not overload good employees, do not demotivate weaker ones
- Clear language and feedback
- Help to shape corporate culture and change processes
- Build and manage teams
- Performance Management

### Communication

- Employees / internal conversation
- Feedback: recognition and criticism
- Conflict management
- Leader as moderator
- Timely information
- Use your own persuasiveness

### Environmental conditions and change

- Creating a learning organization
- Learn from crises

### Situational Leadership and Supportive Leadership

- The most important skills of a leader: self-reflection and developing people
- Situational leadership and attitude in leadership: Instruction - Guiding - Coaching - Delegating
- Supportive Leadership: Dunning, encouraging, inviting, supporting

## Individual follow-up:

### Ensuring the results after the seminar

Further training has only paid off if the newly acquired knowledge is translated into daily practice - and has a positive effect on the result. That is why we offer an individual follow-up for follow-up with Sonja Schloemmer at this event as a special service for the participants. This serves to secure the transfer and to support or deepen the personal catalog of measures or to plan further training measures.

Recommended 6 to max. 12 weeks after the seminar

Location: WIFI Management Forum

Contribution: EUR 150, - / hour, with 2 hours generally recommended

Booking possible after the seminar.

If you have any questions, please contact: Mag. Alexandra Konrad, Product Manager, at 01/476 77-DW 5234 or [konrad@wifiwien.at](mailto:konrad@wifiwien.at).

## Reiss Motivation Profile® Optional supplement

As a supplement, you can book the motif profile according to S. Reiss (online analysis) after the seminar. Discuss the result in a one-on-one interview (90 minutes) with Ms. Schloemmer and analyse your personal value system. Contribution: EUR 390

### Method

The psychologist Steven Reiss shows which motives in our lives are the driving force behind our actions - the engines of our behaviour, so to say. These motives determine our behaviour and depending on how we shape our lives, we are satisfied - or not.

What is the NEW in the profile previous motivation approaches assume that there is a value among the needs and that this is the same for all people. Steven Reiss goes a step further, submitting his theses to a scientific review as part of a large-scale psychological study.

### Sense and life motives

Scientifically sound, the profile distinguishes 16 basic motifs ("basic desires").

1. power
2. Team orientation
3. curiosity
4. recognition
5. order
6. Save / Collect
7. Target and purpose orientation
8. Idealism
9. Relationships
10. Families
11. Status
12. Revenge / Competition
13. Beauty
14. food
15. Physical activity
16. Emotional rest

### The life motives are

- independent of each other
- have a very high explanatory value in relation to human behavior and
- a high predictability of behavior

### Applications

- Work-life balance
- Leadership Development
- Team Building
- Potential Diagnosis
- Management Audit
- coaching

**Note: That the motif profile according to S. Reiss (online analysis is also available as an individual measure!**

## Your seminar leader:

Mag. Sonja S. Schloemmer MBA, MAES

### Ausbildung

- Systemischer Beraterlehrgang der Beratergruppe Neuwaldegg
- Systemische Aufstellung von Organisationen nach B. Hellinger
- Studium am College of Europe / Brügge / Belgien
- Studium der BWL an der University of Lancaster / UK
- Studium der Handelswissenschaften an der WU Wien



### Berufserfahrungen

Geschäftsführung von Schloemmer & Partner Unternehmensberatung KG (2003-dato)

Netzwerkpartnerin der Beratergruppe Neuwaldegg (2003-2015)

Telekom Austria AG, Unternehmenszentrale Wien (2000-2003)

Leitung der Abteilung Personal- und Organisationsentwicklung

Leitung der Abteilung Performance Management & Recruiting

Betreuung von mehr als 1.000 Führungskräften als interne Kunden

Eblinger & Partner, Personalberatung Ges.m.b.H, Wien (1999-2000)

Senior Consultant und Coach

Vereinigung der Österreichischen Industrie, Wien (1997-1998)

Expertin für Bildungspolitik u. Europäische Bildungsprogramme

Czipin & Partner, Produktivitätsberatung / Österreich und Deutschland

Optimierung von Unternehmensprozessen und

Managementinformationssystemen, Coaching von Führungskräften

Österreichische Akademie für Führungskräfte (1988-1992)

Organisation von Managementseminaren

### Trainingsschwerpunkte

Management Development & Audits

Beratung von Organisationen in Veränderungsprozessen

(Prozessberatung und Moderation, Implementierungscontrolling)

Entwicklung von Unternehmensleitbildern

Ist-Analysen und Konzeption von Human-Ressource Instrumenten

Umsetzungsbegleitung von HR Maßnahmen inkl. Trainings

Potenzialanalysen und Karriereberatung

Coaching und Konfliktmediation

Lehraufträge für Human Resources Management

Im Rahmen des WIFI Management Forum Programms leitet sie die Seminare:

- Richtig delegieren – Zeit für das Wesentliche
- Kompetenz- und Talentmanagement
- Personal- und Bildungscontrolling

### Publikationen

Veröffentlichungen zu den Themen: Leadership, Performance Management, Delegation und Generation Z

### Sonstiges

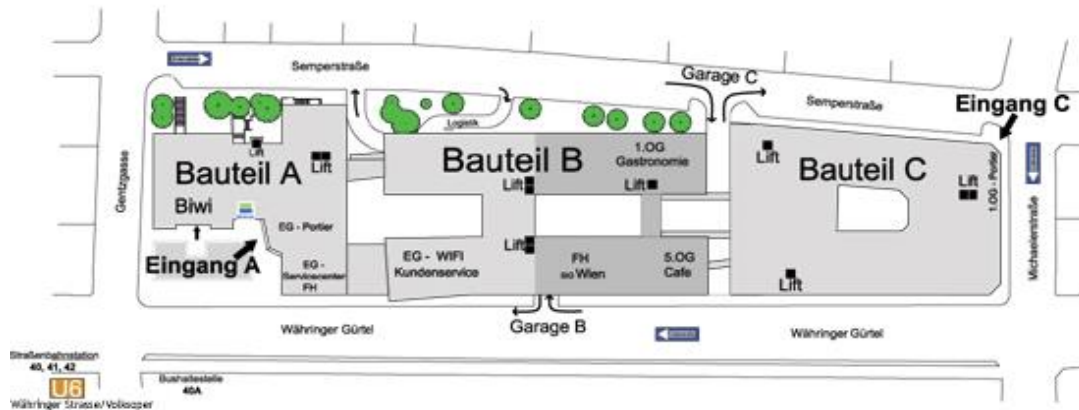
Sponsorin des Viktor Frankl Museums in Wien

## Location:

WIFI MANAGEMENT FORUM  
am wko campus wien, Bauteil B, 5. und 6. Stock  
Währinger Gürtel 97, 1180 Wien

Parking in the Apcoa garage

Accessibility by public transport:  
U6 - Tram Lines 40, 41, 42 - Bus 37A, 40A



A different venue will be announced separately in the respective invitations.

## Costs:

**EUR 1.350,-** (no VAT included)

Included in the price: Seminar documents incl. Textbook "Leading Life - Effective Management for a New Time" by Fredmund Malik as well as morning / afternoon break and lunch.

For events at WIFI Vienna, we will pay your parking fee in the Apcoa garage (access via Währinger Gürtel). You will receive your already paid exit ticket in the event, which is valid only on the respective day of the event. Please do not use your credit card when entering the garage, otherwise the free ticket can not be used.

As a corporation under public law, the Wirtschaftskammer is not an entrepreneur within the meaning of the Turnover Tax Act 1994 (UStG) and thus according to § 6 para. 1 no. 11 lit. a UStG exempt from VAT. The participation fee therefore does not include VAT.

The general terms and conditions of the WIFI Management Forum Vienna apply, available at <https://www.wifiwien.at/agb> or by calling 01 / 47677-5238.

## Contact:

### Participant service / registration

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## Dates and registration:

[www.wifiwien.at/24383x](http://www.wifiwien.at/24383x)