

Basics of Managerial Skills

Course for Team Leaders and Managers

Instructor: Stanislav Valášek
Duration: One-day training, max 12 participants
Price: 500 EUR, I am not a VAT payer.
Location: Online or in person (at your premises, or I can provide a venue)



[LinkedIn](#)

“Management is a craft like any other and can be learned.”

Quote: Jan Hausmann

Who is the workshop for?

You should definitely not miss it if:

- 👉 You already have your team and there are situations where a set of specific managerial tools would help you.
- 👉 You feel there are reserves in achieving team results, and experiences from outside would be beneficial.
- 👉 You know that the team can deliver better results, but you don't know how to do it.
- 👉 You have started leading a team or you are a newly appointed manager.

What will you learn and take away?

Practical and condensed advice from my experience and training I have completed.

- **Basic concepts** such as responsibility, self-confidence, power, agreement, loyalty.
- **What the goals of management** are from a manager's perspective.
- **Communication**
 - When communication is effective.
 - 3 golden rules of communication.
 - The difference between work and personal communication.
 - The rule for formulating work assignments in the structure of what/why/how.
 - Tips and usage of feedback.
- **Assigning work**
 - How emotions relate to results.
 - How to assign work so that the worker knows when it is complete.
 - Motivation tips, how to make workers aware of them and use them to deliver results.
- **Zadávanie práce**
 - Ako súvisia emócie s výsledkom.
 - Ako zadať prácu tak aby pracovník poznal, kedy má hotovo.
 - Tipy motivácie, ako ich zvedomiť pracovníkovi a využívať na dodanie výsledkov.
- **Working with the team**
 - Knowing your team, team roles, and their use to deliver results.
 - Group dynamics.
 - Conflict resolution procedures.
 - Situational management concerning motivation, communication, and work assignment forms.
- **Crisis management** - basic principles.

What is expected from you?

- An open mind.
- The desire and energy to try out what you've learned as soon as possible in your practice.
- Active participation = actively clarifying the topics covered during the training, for example, by reformulating what you understand in your own words.

Why should you attend this training?

If you have experience in the role:

- A different perspective will provide you with new insights and realizations on issues you think you have mastered.
- You will remind yourself of tools that you have stored in your mind but do not use.
- You will experience AHA moments when connections between what is new and what you have known for a long time become clear.

If you are new in the role:

- You will receive a set of rational and immediately usable tools.
- You will gain greater self-confidence, or conversely, humility, depending on how you are currently set.

Why choose me?

I offer the best of my experience and practice as a project, line, and C-level manager over the past 15 years.

I have selected valuable insights from my experience in companies like Siemens, NESS, Ataccama and uLékaře.cz and combined them with knowledge from completed trainings.

I have prepared all of this in a digestible form, selecting the important parts and utilizing my mentoring experience within Femme Palette, DoToho and Tour de App.

Additionally, if you wish, you will connect with people with whom you can inspire each other and support one another even after the training ends.

Bonus

You will have access to templates for conflict resolution and a structure for assigning work to newcomers - in the first quadrant of situational management. Including practical examples on 2 cases.

Recent certifications and completed training

2023, The CTO Leadership Foundation Course, CTO Academy



2022, LeaderShip, SoulAdventure

2022, Management Essentials, Jan Hausmann

2015, Managing the Company of the Future, Coursera

Managing the Company of the Future

