

# Managerial Work and Leadership, Research-Based Soft Skills Learning

Develop leadership skills quickly & effectively

## Course Specifications

Course Number: AOB76-002\_rev1.0

Course Length: 10h 42min

Managerial work and leadership influences almost all aspects of your organization. These effects may be direct or indirect, but the connections are there, whether you acknowledge them or not. These include aspects such as employee well-being, staff turnover, productivity, and ultimately even the revenue level and what remains at the bottom line.

Developing managerial work and leadership is a top priority in many organizations. Despite of this, leadership challenges tend to emerge as the leadership trends change, time pressure grows, resources tend to be lacking and the reality of change processes remain true: research shows that failure is unfortunately common.

We offer a solution to these problems: Managerial Work and Leadership Tutorial Package.

## Impactful leadership transformation with Managerial Work and Leadership Tutorial Package

We offer a managerial work and leadership tutorial package based on researched knowledge, microlearning, and reflection:

- We tackle constantly shifting leadership trends with evidence-based insights, leaving behind only proven leadership practices.
- We combat time constraints with authentic microlearning. Every leader has time for 15-minute Flash Learning sessions.
- We overcome resource limitations with a scalable learning solution that ensures cost-effectiveness even for large groups of leaders.
- Impact and change implementation are achieved through the core of our approach: individual and collective reflection.

What remains? Genuine, impactful leadership transformation!

## Managerial Work and Leadership Tutorial package includes the following tutorials

### **Coaching Leadership, Smart-Tutorial (1h)**

Tune in to the frequency of coaching! The coaching leaders direct their energy to people, trying to harness the potential of individuals and the whole group. It has been shown to increase the well-being of individuals and the productivity of the organization.

### **Managing Competencies and Learning, Smart-Tutorial (2h)**

Through this course, you'll unlock the doorway to the future of learning and master the art of effectively managing knowledge within your everyday work environment. The course encompasses competency management, fostering individual and team learning, as well as incorporating feedback and reflection methodologies. Join us to elevate your prowess as a leader in knowledge and learning management!

### **Better Feedback, Smart-Tutorial (1h)**

Giving feedback is a key part of the development of both individuals and organizations. However, in the rush of everyday life, feedback is often forgotten or delivered too generally. With this training, you'll improve as a feedback-giver! We'll go over the most common pitfalls, challenges, and the best quick wins when it comes to giving feedback.

### **Mastering Feedback Techniques, Smart-Tutorial (1h)**

In this course, you'll deepen your feedback-giving skills. We'll cover nine different feedback techniques that you can use depending on the situation and the recipient. Join the training and master the art of giving feedback!

### **Navigating Conflicts – Part 1, Smart-Tutorial (1h)**

Conflicts often manifest in organizations in seemingly incomprehensible ways. They waste time, money, and energy. In this training, we present four approaches to resolving conflicts. In the first part, we dive into the facts and emotions involved in conflict situations.

### **Navigating Conflicts – Part 2, Smart-Tutorial (1h)**

In the second part of this training, we'll deepen your ability to face and resolve challenging situations. We'll explore the stakes involved for all parties in a conflict and the effects of the situation on the conflict. By the end of the training, you'll have the tools to resolve conflicts!

### **Coaching Skills for Everyone – Part 1, Smart-Tutorial (1h 30min)**

Coaching is an increasingly important skill with many practical benefits. The aim of coaching is to develop another person's thinking without offering ready-made solutions. In the first part of this training, we focus on why coaching is important, when it works, and how it can be applied. We'll also dive into common conversation models. Take practical tips on coaching from this course!

### **Coaching Skills for Everyone – Part 2, Smart-Tutorial (1h)**

In the second part of this training, you'll deepen your coaching skills and explore everyday coaching through real-life examples! You'll reflect on your actions in various situations, your influence, goals, and your curious approach. Enhance your coaching abilities with this course!

## Course Outline

### **Succeed in Remote Leadership, Smart-Tutorial (1h)**

#### **Quality Interaction in Hybrid Work, Quick-Tutorial (5 min)**

While working remotely, it is often easier to focus on the matter at hand and forget about the underlying emotions and experiences. In addition to facts and tasks, you should pay special attention to people's emotions and create a strong sense of community. This short video helps you to understand the most common challenges in digital interaction and learn ways to create a strong sense of community – even when working remotely!

#### **Agile Methods in Remote Leadership, Quick-Tutorial (4 min)**

Distributed work highlights the importance of agility. Do you want to hear what agility means in practice? We share agile methods in this short video!

#### **3 Ways to Make Time for Learning, Quick-Tutorial (3 min)**

Struggling to find time to learn at work? You're not alone. This short tutorial introduces three simple ways to make space for learning – without overloading your schedule. Whether it's in meetings, daily planning, or team routines, you'll find ideas that are easy to try and built to last.