



PEOPLE MANAGEMENT FOR A LEADER

Target Group

Business Owners, CEO, CFO, COO, CIO and other People Managers/Leaders.

Overview

1-day program for Leaders who are managing teams and are aiming to improve their People management skills and are eager to understand the value of Human Capital for Success of an Organization.

Main Objectives

- Improve **People Management skills** in general. Ability to select, develop, motivate and influence team members.
- Ability to **provide not destructive feedback in a constructive way**.
- Understand what my role within the organization as leader is and **why is my responsibility to care about my people**.
- To understand Why I need **to follow certain Processes and the HR strategy** and **how much it will cost if I don't**.
- To **understand basics of effective People Management**, Do and Don't and what it brings for the organization.

Content of the course

1. **Recruitment & Selection of my team members**
 - Who does what and what is my role?
 - Job Description, working contacts and other docs such as CV
 - Setting Salary and Bonus scheme
 - Interview (Who, When, How)
 - GDPR – what is this and why do I care?
 - Discrimination
2. **Onboarding**
 - Leaders role and how the proper Onboarding looks like
 - Onboarding plan, roles, timing
 - Biggest mistakes and how much it costs
3. **Performance Management**
 - My role and responsibilities as a leader
 - Setting targets (KPI's), Target review (SMART methodology)
 - Feedback and how to solve hard feelings



4. Remuneration

- Who sets Salary range and how?
- Who and how is Salary increase communicated? Can Salary decrease to be done by whom and how?
- Who calculates bonus and who does the communication?

5. Tasks or Project Management

- Who and how are Tasks or Project allocated?
- Who is responsible for the outcome, results?
- Who controls tasks and how?
- Tips for effective Task management, Apps or Time sheets

6. Communication within a team

- Who solves conflict and how to avoid it?
- Emailing and cc.
- Team meeting and social events

7. Organization structure

- Matrix structure – disciplinary versus methodological lead
- Dotted line versus Line Manager
- Regional versus Specialization structure

8. Leading a team

- Motivation and mood management
- Delegation & Decision making
- Long distance management
- Change management

9. Micromanagement

- How does it look like and what it brings?

10. Disciplinary issues

- Warning letter
- How is leader involved

11. Dismissals

- Leaders role
- What are the possibilities on Czech Market and how long does it take?
- Who and how this this process will be managed?
- Cost of wrong decision or not valid Termination with an employee

When

| Date and Location | Language |
|----------------------------------|----------------|
| 24.10.2019, 9.00 – 16.00, Prague | Czech Language |
| 21.11.2019, 9.00 – 16.00, Prague | English |
| 10.12.2019, 9.00 – 16.00, Prague | Czech Language |



Price offer

15.900 CZK (not VAT included) per person, max. 10 people per session.

Venue in 4+ or 5 Hotel in Prague, 2 x Coffee Break incl. snacks (we respect Diet specifics), Lunch and nonalcoholic drinks, fruits and other small refreshment included.*

We do not cover accommodation and travel costs of participants.



Additional Information and Resources

Lecturer:

Ing. Dagmar Matějková, HR Professional with almost 20 Years of Experience in Human Resources area, Leader of large Global Teams and pragmatic HR Consultant and owner/statutory body of Matricaria Chamomilla s.r.o.

More info, contact and references about Dagmar available on hrinterim.cz