

Team leadership, personal and managerial competencies

Programme of the training

Day 1	16. 9. 2021 (8h)	Managerial skills training
	09:00 – 10:30	Expectations of participants, training program
	10:30 – 12:00	Roles, tasks and competencies of managers in a research organization
	12:00 – 13:00	Lunch break
	13:00 – 14:30	Assigning tasks and goals
	14:30 – 17:00	Motivation, motivational typology
	17:00 – 18:00	Other motivational tools for managers, discussion, questions
Day 2	20. 9. 2021 (8h)	Managerial skills training
	09:00 – 10:30	Effective communication for managers
	10:30 – 12:00	Providing information, persuasion, argumentation
	12:00 – 13:00	Lunch break
	13:00 – 14:30	Assertiveness
	14:30 – 17:00	Negotiation, negotiation styles
	17:00 – 18:00	Use of negotiation styles, negotiation training
Day 3	21. 9. 2021 (8h)	Managerial skills training
	09:00 – 10:30	Management styles and suitability of their use in scientific organization
	10:30 – 12:00	Use of mentoring and coaching in managerial work
	12:00 – 13:00	Lunch break
	13:00 – 14:30	Effective conflict solutions, conflict solutions strategies
	14:30 – 17:00	Solution problems of subordinates with insufficient motivation and skills
	17:00 – 18:00	Facilitation and mediation, discussion, questions

The training course is executed within the project „CZ.02.2.69/0.0/0.0/18_054/0014664 Institute of Mathematics goes for HR Award - implementation of the professional HR management.“



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