

Team leader | e-learning

Project managers and executives often have little time to attend training seminars for several days in a row. Online training that is adaptable to your pace and schedule can therefore be a welcome solution for professional development.

Goals

- You efficiently plan, conduct and follow up meetings
- You are versed in different styles and techniques of personnel management
- You prioritise and distinguish between the important and urgent

Contents

- Team assembly and leadership
- Leading a virtual team
- How to prepare and conduct meetings
- Time management
- Dealing with problems - the problem-solving process
- Principles of negotiation
- Effective communication

Methodology

- You study cases and learn interactively how to find solutions
- Video sequences show hands-on examples and what to pay attention to
- E-support provided

Target Group

- Team and project leaders
- Future executives

Scope

- 15 chapters at your pace and schedule, 10-20h total, duration approx. 3-4 weeks
- PMP-certified participants can claim 12 PDUs
- Languages: German, English, French, Italian, Spanish, Russian

Pricing

CHF 645 excl. VAT, subject to change