

## Leading Without a Supervisor Function («H33749»)

Get to know the scope of lateral leadership and deal with your leadership role. In this seminar, you will learn how to motivate, how to deal constructively with resistance and how to create successful cooperation.

**Duration:** 2 days

**Price:** 2'200.–

### Content

1. **Successful leadership without an official supervisor function**
  - The new task: getting leadership, exercising leadership
  - Accepting responsibility and being accountable
  - Securing recognition and acceptance as a leader
  - Dealing confidently with the new role – in the office and from the home office
  - Leading with decisiveness
2. **Setting the tone without getting carried away**
  - Appropriate behavior in the «sandwich position»
  - Professional demarcation and yet remaining a colleague
  - Principles of contemporary leadership
  - Authority through personal and social skills
  - Dealing with employees and teams in an appreciative manner
3. **Effective instruments for lateral leadership**
  - Demanding and promoting performance
  - Leading situationally, using potentials
  - Clear results-oriented delegation of tasks
  - Constructive and motivating discussion management – also in the virtual space
  - Dealing confidently with resistance
4. **Pitfalls and stumbling blocks**
  - Asserting yourself in difficult situations
  - Avoiding typical mistakes
  - Developing dos and don'ts

### Key Learnings

- Getting to know one's own scope of action
- Examining one's own leadership role and reflecting on the self-image and public image
- Receiving feedback on one's own leadership behavior and communication style
- Working on improving assertiveness
- Gaining confidence in appearance and in performing one's own leadership role

### Methodology & didactics

Lively, dialog-oriented course in which the participants can and should actively participate. Impulse contributions as well as work on practical cases, discussion, individual and group work with individual feedback.

## Target audience

This course is designed for team, group and project leaders, deputy managers, heads of staff units and technical managers who are new to their role or want to prepare for this role in order to lead successfully without authority to issue directives.

## Additional information

This training can also be offered virtually upon request.

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-leadership-soft-skills/management-leadership/course-leading-without-a-supervisor-function](http://www.digicomp.ch/courses-leadership-soft-skills/management-leadership/course-leading-without-a-supervisor-function)