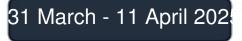






The Advanced Managing Media And Leadership Of Team Management







eneva (Switzerland)



# The Advanced Managing Media And Leadership Of Team Management

course code: M15002 From: 31 March - 11 April 2025 Venue: Geneva (Switzerland) - course Fees: 6750 Euro

## **Understanding Your Role**

- Leader or manager?
- Self-perception
- Beyond the job description: finding out what your organisation requires of you
- Balancing conflicting stakeholder demands
- Understanding the nature of change
- A model for implementing change

#### **Personal Effectiveness, Time Management and Delegation**

- Understanding yourself and your organisational environment
- Outcome orientation
- Setting personal and team objectives
- Managing performance
- Finding and using time effectively
- A model for effective delegation

### **Communication, Influence & Conflict Management**

- Channels of communication
- Effective listening skills
- Emotions and rapport
- Persuasion and negotiation: the keys to personal influence
- Managing conflict assertively

### Team Building, People Management and Motivation

- How high-performing teams work?
- Identifying team roles
- Teams in practice: teambuilding exercise
- Motivation and reward
- Building and sharing a vision
- Different approaches to leadership

# **Enhancing Team Performance through Coaching and Development**

- How people learn?
- Coaching for personal and team growth
- Feedback skills
- Development planning
- Next steps





### **Public Relations and the Media**

- Relations with the Media
- Preparing Press Kits
- Preparing Press Releases
- Conducting Press Conferences
- Dealing with the Media
- Building Good Relationships with the Media

### **Presentation Skills and Techniques in Public Relations**

- Preparation
- Rehearsal
- Presentation

### **Public Relations Written Skills**

- Editorial, Layout and Production Techniques
- Writing Memos and Reports
- Preparing Newsletters
- Designing and Preparing Brochures

### The Public Relations Promotional Role

- Public Relations Role in Marketing and Advertising
- Sponsorship and Promotions
- Organizing Exhibitions
- Media Coverage





