



KA1 Training Plan (KA101, KA102, KA104)

Topic: Leadership Academy

Activity Type: Seminar/Training

Length: 5 days

Training Objectives:

This structured course help you to understand, recognize and support the real leadership qualities in yourself and others. You will be to build and maintain high quality relationships to achieve professional and personal goals. You will learn how to receive and deliver feedback assertively, but with empathy and also how to effectively lead, manage and resolve situations involving conflicts. Moreover, you will deepen your personal leadership style with the requirements of the organization without compromising your believes and values and be able to create opportunities for personal reflection in everyday situations and crisis management.

Training Programme:

1st Day

Personality and Leadership

- Course introduction.
- Needs and expectations evaluation.
- Character vs. temperament, education vs. genes.
- 4 basic biochemical personality types.
- Evolutionary explanations of human behavior.
- Recognition of individual types based on behavior and way of thinking.
- Functional communication strategy towards individual types.
- What to do and what to avoid in approaching different types of people.

2nd Day

Emotional Intelligence of Leaders

- Emotional intelligence: Why is EQ > IQ.
- Brain function and thought patterns.
- Emotional scale and how to move on it.
- Basic pillars of emotional intelligence.
- How to get rid of negative emotions and thoughts.
- Techniques for controlling and managing emotions.
- The importance of positive thinking.

3rd Day

Assertive and Effective Communication of Leaders

- Radical openness and why it pays off in business or personal relationships?
- Manipulation, irony, aggression and why it destroys relationships and the how to avoid them.



- Manage your emotions and the emotions of another in a conversation.
- How to find mutual understanding in the communication.

4th Day

Motivational and Inspirational Leader

- 7 reasons why the "sugar and whip method" does not work, resp. works only in limited cases.
- Type "X" and Type "I" - what are different in terms of motivation.
- 3 basic building blocks Motivation 3.0: Autonomy, Mastery, Sense.
- Practical tips on how to support "I" type motivation - for individuals and organizations.
- The Golden Circle - or a recipe for how a leader can inspire his communication: "Why? How? What?"
- How to support the creation and maintenance of trust between the leader and his/her people?

5th Day

Leader in the Role of Coach

- Report - how to tune in to the coachee.
- Contract - an agreement between the leader/coach and the coachee, a clear assignment of the topic.
- Empathic/active listening.
- Using strong questions with subsequent AHA effect.
- Scaling - where you are and where you want to go.
- Finding positive resources from the past.
- Goal visualization.
- Establishing an action plan as a commitment.
- Course roundup and final evaluation

Training will take place from 9.00am till 4.00pm, and will be supported by additional cultural activities of the City of Vienna.