

Management University

The management programme is designed for all managers who want to learn how to lead people and their departments. You will learn consistency and you will find out what is expected from a manager in daily operation, what principles and rules his or her success is built on, and everything that makes a manager. You will get specific tools and context that will support you through your entire management career and that you can build on.

The programme is designed for managers of all departments and processes across the company, both small and large. For new comer and the experienced ones who wish to be knowledgeable or who want to add to, or improve their management. This is the right programme for those who want to become high-quality and successful managers, which every company hunts for.

Programme Objectives

- You will realize what the aim of the work of a manager is, if you are suitable for the job, what the advantages and disadvantages are, and whether you actually want to do it.
- You will learn what is operational day-to-day management and how to ensure fulfillment of tasks that will enable you to immediately take over the managerial operation of the department.
- You will learn how to keep the department functional after taking it over, when and how to start improving the team, and how to work with timeless leadership design, orientation of people and communication with them, while retaining a healthy perspective.
- You will learn how to set up basic management tools to make the department work, including the relations between KPIs, motivation and work system.
- You will learn how to set up a management system that will suit your team, and how to modify it to work in your business and in the specific Czech conditions.

Programme Participants

- Managers
- Middle and top
- New and experienced
- From small, medium and large companies
- Of all business processes and departments

Scope of the Programme

- 5 x 2 days

Why participate in this programme?

- You will get an idea of what is expected of you in this role, and what the work and communication system in managing people is.
- You will understand how to manage daily operation and what success is built on.
- You will learn how to correctly set the management system in your department so that it runs smoothly as a machine and your people are satisfied and bring results at the same time.
- You will learn to adjust the system to changes so that it suits the needs of your team and works effectively.
- You can use the feedback from your people to your management and measure your own improvement during the Management University, in the form of an electronic Mini Web Survey, or by using seminar theses focusing on your actual needs and areas that you are currently dealing with in your company.

Programme Organization and Structure

Programme Structure

How to successfully take over management from the operational and production aspect.

Part 1 – 2 days

- The role of the manager.
- How to set up processes.
- How to control processes using end procedures.
- How to manage using tasks.

Part 2 – 2 days

- How to set up KPIs, goals.
- How to set the bonus system and motivate staff.
- How to set up reporting.
- How to conduct the assessment and planning interview.

Part 3 – 2 days

- How to manage meetings.
- How to conduct VAK and evaluate personal reviews.
- How to conduct 1:1 coaching and how to support staff.
- A working model of a manager.

Why, when and how to improve your team?

Part 4 – 2 days

- How to choose staff.
- How to integrate them into the function, the specifics of integrating a new generation.
- How to develop competences and manage career.
- How to end cooperation.

How to keep managerial perspective?

Part 5 – 2 days

- Strategic company management and the manager's role in it /MBE/.
- Teamwork and team role.
- Positive communication when managing people.
- The burnout syndrome and how to prevent it in the work of the manager.
- The Manager's Guide, practical essay assignment.

MWS and feedback from employees to managers

- In the first training session, each manager receives the feedback from their subordinates about their management.
- At the end of the training, each manager receives a second feedback about the same area.
- You will see a difference thanks to training, whether or not the manager has improved in the eyes of their subordinates.

Programme Organization and Structure

Programme Organization

Title	Date	Venue
Management University - Part 1	14 - 15 March 2017	Akademie Velké Bílovice
Management University - Part 2	23 - 24 May 2017	Akademie Velké Bílovice
Management University - Part 3	12 - 13 September 2017	Akademie Velké Bílovice
Management University - Part 4	7 - 8 November 2017	Hotel Vista, Brno
Management University - Part 5	12 - 13 December 2017	Akademie Velké Bílovice
Management University - Part 1	10 - 11 October 2017	Akademie Velké Bílovice
Management University - Part 2	28 - 29 November 2017	Akademie Velké Bílovice
Management University - Part 3	13 - 14 February 2018	Akademie Velké Bílovice
Management University - Part 4	10 - 11 April 2018	Akademie Velké Bílovice
Management University - Part 5	19 - 20 June 2018	Akademie Velké Bílovice