

MODERN PERSONNEL MANAGEMENT: INNOVATIONS IN MANAGEMENT AND PSYCHOLOGY

Category	Type	Days	Hours			
			Total	Lectures	Cases	Self-Study
Business seminar	online	3	48	18	18	12

Price:

300 Euros – for 1 listener from an enterprise in the group

230 Euros – for each listener of the enterprise in the group if there are 2-4 persons of 1 enterprise

200 Euros – for each listener of the enterprise in the group if there are 5-10 persons of 1 enterprise.

The official deadline for completing the course according to the documents is 6 days.

Number of training days (seminars) is 3 days (6 acad. hrs. / 2 per 2.15, 30 min. break).

Document: Certificate of completion of the course “Modern personnel management: Innovations in management and psychology” by volume of 48 hours.

Day 1

1.1 Managerial Competence of a Successful Head

The concept and types of resources of the head.

Managerial competence of the head.

Modern head basic functionality.

Leadership as a managerial competence.

Leadership styles: advantages and disadvantages of styles.

Psychological features of personnel management.

Psychological features of management by managers.

A balance of administrative and leadership skills.

1.2 Head's Time Management and Self-Organization Skills

Personal and managerial effectiveness and its measurement.

Personal effectiveness components: Seven skills of high efficiency (S. Covey).

The main types of head's time sink.

Chronophages: errors and causes of time loss.

Procrastination: causes, types, ways of fighting.

Self-motivation and self-discipline techniques.

Tools and techniques for effective work time planning.

A method of rigidly flexible and beautiful time planning.

Prioritization “urgent/important”: The Pareto Principle, the Eisenhower Matrix.

Managing the head's workload.

Forming the head's Gantt Line.

The key elements of a productive and short-term meeting.

1.3 Cases:

Assessing the participants' leadership potential.

Managerial competencies pyramid/wheel.

Brainstorming “The Fight Against Time Sinks”.

Making a plan for the day.

Personal time capital.

Time management etiquette.
The head's time limit.
Effective holding of meetings.

Day 2

2.1 Goal Management

Goal management, adjustment and alignment of goals; elimination of contradictions in goals.
Rules for setting goals according to the SMART criteria methodology.
Features of setting goals according to the SMARTER methodology.
Setting long-term goals according to the GROW methodology.
Coordinating the enterprise's goals, the department's goals and the employee's personal goals.
Mastering the reframing technique as a way to find resources in a problematic situation.
Decomposing goals to tasks level and the distribution of tasks.
The method of forming an interferal Gantt Line for the harmonious work of the enterprise's department.
Rules, principles and features of the interaction of departments within the interferal Gantt Line

2.2 Business Processing in Human Resources Management

The essence and principles of setting up EPC chains (for the head).
Principles of developing adaptive IDEF schemes within the framework of EPC chains.
Features of using the IDEF notation methodology to effectively present a business process to an employee (specialist, worker).
Psychological adaptation of an employee during the transition to business processing.
The competence of the manager in the business process officer's work.
Myths about business processing and its criticism within the framework of management.
Areas of effective business processing application.

2.3 Basic Management Models and Styles

Classic management tirade "Setting tasks – Delegation – Control".
Key management issues.
Employee types, problematic employees.
Setting tasks for subordinates, analysing setting task ways.
Technologies for influencing employee behaviour: power, pressure, bargaining, persuasion.
The most well-known management models and concepts.
Defining own style according to the Myers-Briggs typology.
The model of situational leadership (according to P. Hersey and K. Blanchard).
Conditions for the application of "democracy" and "authoritarianism".

2.4 Cases:

Setting up SMARTER.
Setting the SMARTER sequence inside GROW.
Building a tree and a line of goals.
Tools for influencing subordinates.
Management style types.

Day 3

3.1 Employee Psychology

Psychotypes of people according to Leonhard.

Psychotypes of people according to Egides.

Features of the psychotype manifestation in the working environment.

Methods of identifying an employee psychotype by a head.

Recommendations for communication with employees of various psychotypes.

3.2 Staff Motivation Management

Modern theories of personnel motivation management.

Staff motivation factors and mechanisms.

Motivation types and main motivators.

Motivation and stimulation.

Tangible and intangible ways of motivation.

Motivation of different development level subordinates.

The work motivation concept.

3.3 Conflict Management

Types of business communication (meetings, letters, telephone). Barriers to communication.

Skills, tools and basic principles of effective business communications.

Typical business communication mistakes.

Causes and sources of conflict situations. Recommendations for conflict prevention.

Conflict types and conflict employees.

Effective strategies of behaviour in conflict situations.

Conflict management tools and techniques; conflict resolution algorithm.

Ways to resolve conflicts and the most effective strategies.

3.4 Cases

Defining the psychotype.

Determining the personal motivation type.

Identifying the subordinate motivation.

Employee motivation mechanisms.

Business communication effectiveness factors.

Analysing vertical and horizontal communications.

Behaviour strategies and styles in conflict.

Materials for Listeners:

- (1) Presentation of the course (prohibited for distribution outside the course).
- (2) Literature (PDF files).
- (3) Tests.
- (4) Video content in English on the seminar topics.

Materials are provided during the course.