



BERLIN, GERMANY | 26 - 29 NOVEMBER 2024

LEADERSHIP AND TEAM MANAGEMENT

How to become an empathetic leader
and empower your team

Website

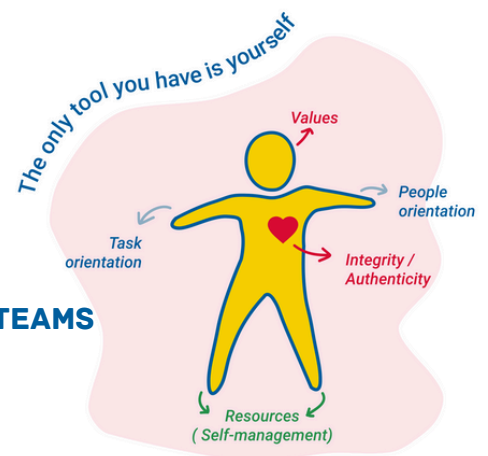
www.civilsocietyacademy.org

In today's world, leadership extends beyond managing organizations and teams. Leaders in NGOs, and civil society at large must navigate a complex and ever-changing landscape. They need skills to guide teams and partnerships toward common goals.

This training program covers fundamental concepts of leadership and team management. You will have the opportunity to reflect on yourself and others. This will help you lead and manage your team more effectively. You will learn to foster team spirit, reduce conflicts, and boost team performance. Additionally, you will master key communication strategies and adopt critical leadership habits. These learnings will make you a more empathetic and effective leader. Ultimately, this training will help you excel as a leader and advance in your career.

TRAINING FOCUS

- 01 YOUR VISION, VALUES AND TALENTS**
- 02 DEVELOPING LEADERSHIP HABITS**
- 03 BUILDING A HIGH-PERFORMING TEAM**
- 04 NEW WAYS OF LEADING AND MANAGING TEAMS**
- 05 THE POWER OF COACHING**



FOR WHOM

This course is designed for leaders and high-potentials of NGOs or social enterprises. Roles could include Directors, Program and Project Managers, Team Leaders, and Department Heads.

FAST

EFFECTIVE

PROVEN



“ The training offered a diverse set of valuable tools, providing me with fresh insights and practical instruments that I can apply to my daily leadership role. The exercise on identifying and refining our own core values was especially impactful, giving me a deeper understanding of how to lead with authenticity and purpose.

Sofia Olsson, Country Director for Nepal at FCA

TRAINING PLAN

DAY ONE / 26.11.2024

WELCOME

- Welcome And Participants Intro
- Program And Logistics
- Inspiring Quote and Reflection
- Difference Between Management and Leadership

10:30 AM - 10:50 AM COFFEE

ORGANISATIONAL LEADERSHIP I.

- Organisational, Team, Self-Leadership
- For Purpose Model of Organizational Leadership & Reflection
- Purpose And Culture

12:30 PM - 1:30 PM LUNCH

ORGANISATIONAL LEADERSHIP II.

- Creating Impact And Mobilizing Resources
- Self-reflection

3 PM - 3:20 PM COFFEE

SELF-LEADERSHIP I.

- Self-Leadership - As A Leader You Have Only One Tool, Yourself
- Speed Dating On Tasks, People, Values, and Self-Management
- Values - Develop Your Values & Reflection

CHECK-OUT

DAY THREE / 28.11.2024

CHECK-IN

SELF-LEADERSHIP II.

- 7 Habits Of Highly Effective People
- Habits 4-6 With Various Exercises

10:30 AM - 10:50 AM COFFEE

DECISION MAKING PROCESSES IN TEAMS

- Reflection On The Worst And Best Meetings
- Four Colours & Self-Reflection
- Propose The Group Process According To The Four Colors
- Simulation

12:30 PM - 1:30 PM LUNCH

TOOLS TO IMPROVE STAFF PERFORMANCE I.

- Key Components Of Performance Management
- How To Motivate Anyone

3 PM - 3:20 PM COFFEE

TOOLS TO IMPROVE STAFF PERFORMANCE II.

- Intro To GROW Model For Coaching
- Coaching Simulation
- Exercising GROW Coaching In Pairs

CHECK-OUT

DAY TWO / 27.11.2024

CHECK-IN

SELF-LEADERSHIP II.

- 7 Habits Of Highly Effective People
- Habits 1 - 3 With Various Exercises

10:30 AM - 10:50 AM COFFEE

TEAM LEADERSHIP I.

- Phases Of Group Development & Reflection
- Day-To-Day Tasks Of A Team Leader (Spider Diagram And Refelction)

12:30 PM - 1:30 PM LUNCH

4 TYPES OF MANAGING PEOPLE I.

- Intro To The 4 Typed of Managing People
- Management By Example
- Management By Delegation
- Management By Objective

3 PM - 3:20 PM COFFEE

4 TYPES OF MANAGING PEOPLE II.

- Management By Exception
- Concentric Circles: Where Are Your Team Members Now and Where Do You Want To See Them In The Future?
- Reflection

CHECK-OUT

DAY FOUR / 29.11.2024

CHECK-IN

THE EXCEPTIONAL LEADER

- Video Of Malala & Reflection
- Credo For Exceptional Leaders

10:30 AM - 10:50 AM COFFEE

CHANGE

- Inspiring Quote
- Personal Change
- Organizational Change

12:30 PM - 1:30 PM LUNCH

LIFE CYCLE: THE WAY AHEAD

- Habit 7 For Highly Effective People
- Life Cycle Models
- My Personal Development Plan
- Feed Forward


3 PM - 3:20 PM COFFEE


CLOSING

- Summary
- Evaluation
- Certificates

CHECK-OUT

OUR METHODOLOGY

 Games and Exercises

 Role Plays

 Group Discussion and Debates

 Self Reflection

 Self Assessment Tool

 Case Studies

TRAINING FEE

**IMPACT TRAINING
BERLIN, GERMANY**

EUR 650 P.P*

EUR 585 P.P*. for groups of four or more

* TRAINING INCLUDES

- ✓ 24 hours of training over 4 days
- ✓ All training material and reader
- ✓ Lunch, drinks and snacks
- ✓ Impact Training Certificate

Fee does not include accommodation and travel costs.

DATES IN 2024

26 - 29 NOVEMBER

Daily 9 AM - 5 PM

[REGISTER NOW](#)

SPECIAL OFFER: 20% EARLY BIRD DISCOUNT, if YOU REGISTER BEFORE 26 NOVEMBER 2024.

MEET YOUR FACILITATOR



**JOACHIM
SCHWARZ**

Joachim is passionate about social justice and co-creation. In 2014, he left his NGO career to embark on a mission to support like-minded civil society actors and social entrepreneurs in becoming more powerful and innovative. Together with his colleagues, he started the Civil Society Academy, which initially became active in India and then expanded to many parts of the world. In 2023, Joachim founded the Civil Society Academy International as a social enterprise in Germany. Joachim is an outstanding trainer and coach. He loves facilitating collective processes for organizations and networks that are fun and creative, yet focus on creating impact with disadvantaged groups. He excels in producing results in leadership, culture, innovation, and strategy. After more than 20 years in Africa and Asia, he is now based in Berlin.

IF YOU HAVE ANY QUESTIONS REGARDING THE TRAINING, PLEASE CONTACT:

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