



## Leadership seminar

Leadership skills, conducting appraisals,  
interviewing and selection of applicants

### Seminar objective

Professional and personal further training is important to you as a manager - and you would like to use a weekend to intensively deal with the topic of leadership? In our weekend seminars we offer you a very individual learning environment in which you can ask your questions and achieve your personal goals.

The "Leadership Weekend Seminar" combines modules from the seminars "From employee to supervisor", "Leadership behaviour", "Employee appraisal", "Communication and social competence for managers", "Psychology for managers", "Change management", "The manager as coach and consultant", "Workplace health management", "Leading interviews" and "Virtual leadership". You will have the opportunity to express individual, thematic preferences from the range of topics "leadership", so that this training is adapted to your wishes. The implementation in very small groups guarantees a practical training.

### Seminar content

#### Successful leadership:

- Successful entry into the new leadership role
- How do I lead employees?
- Leading employees from a distance

#### Communication for managers

- Motivation, recognition, criticism and promotion
- Social competence for managers
- Working in international teams
- Moderating groups successfully

#### Optimizing processes:

- Accelerating change processes
- Conducting recruitment interviews
- The manager as coach and consultant

### Methodology

Leadership style reflection Simulation of day-to-day situations  
Impulses from the trainer Case studies Interactive and experiential  
exchange Moderated exercise sequences Exercises with individual  
feedback Supervision

### Target audience

The leadership seminar is aimed at specialists and managers from commercial enterprises of all sizes and sectors as well as from public administrations who would like to further develop their leadership behavior.

#### Course ref.

WE9002

#### Participants

not more than 9 participants

#### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:30 - 16:00

#### Location & dates

##### Münster

16.08.2025 – 17.08.2025  
06.12.2025 – 07.12.2025  
25.04.2026 – 26.04.2026  
05.09.2026 – 06.09.2026  
05.12.2026 – 06.12.2026

#### Fee

1.200,00 € (ex. VAT)  
1.428,00 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



## **FAX-ANMELDUNG +49 251 20205-99**

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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

\_\_\_\_\_  
Name/Vorname

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E-Mail

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Mobilnummer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

Firmendaten/Rechnungsempfänger

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Firma

\_\_\_\_\_  
Rechnung (Name)

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Straße/Nummer

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2. Teilnehmer

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Veranstaltung                      Seminarcode

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Anmeldebestätigung (E-Mail)

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Unterschrift