



## Managerial Intelligence - Level 1

**What are the keys to effective management today?**

**What levers can managers use to adapt to different situations?**

**Acquire the basics of management and develop your managerial intelligence.**

### **Who can benefit:**

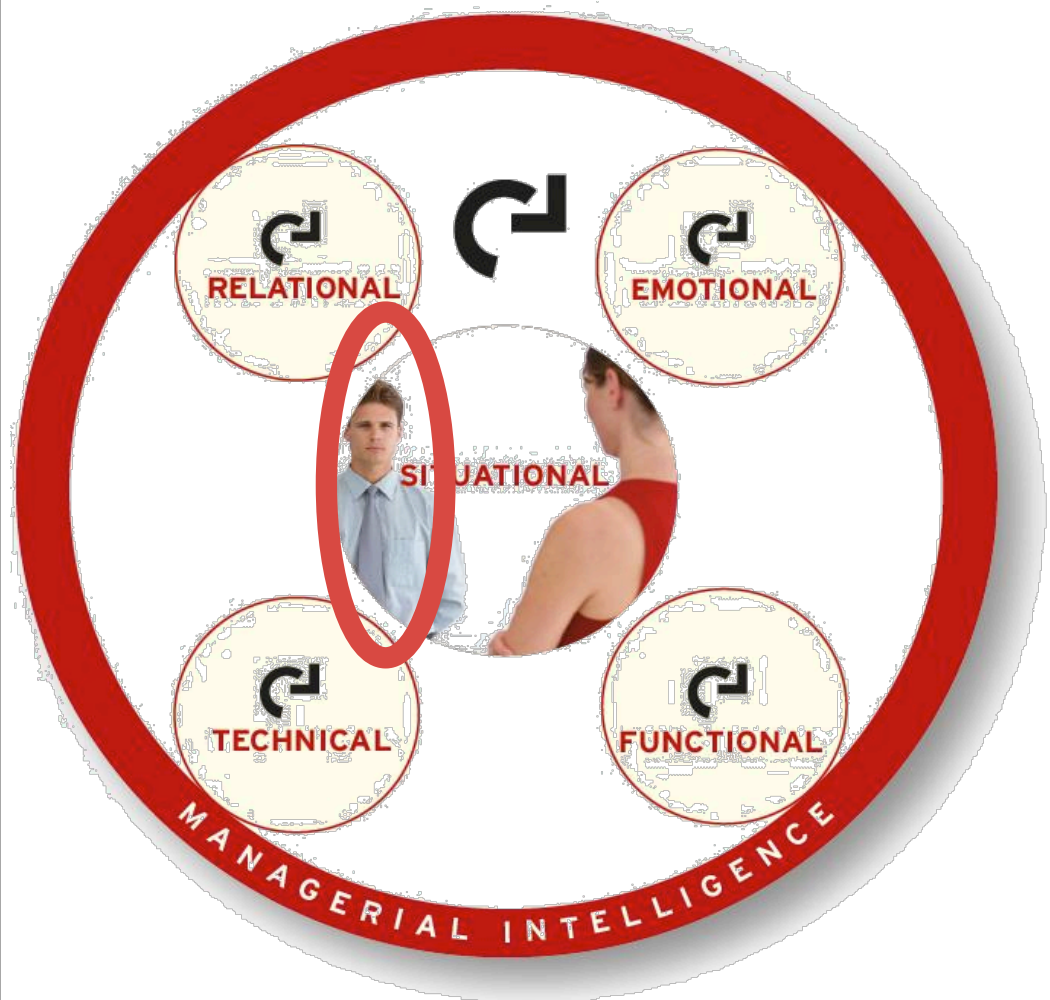
- Newly-appointed or first-time managers.
- Managers with several years' experience.

### **If you want to...**

- **Focus** on the added value of your management role
- **Find** out more about the sort of manager you
- **Understand** how to focus individual and collective action
- **Successfully** solve management problems
- **Develop** social skills for the workplace
- **Maintain** your emotional balance in unsettling situations

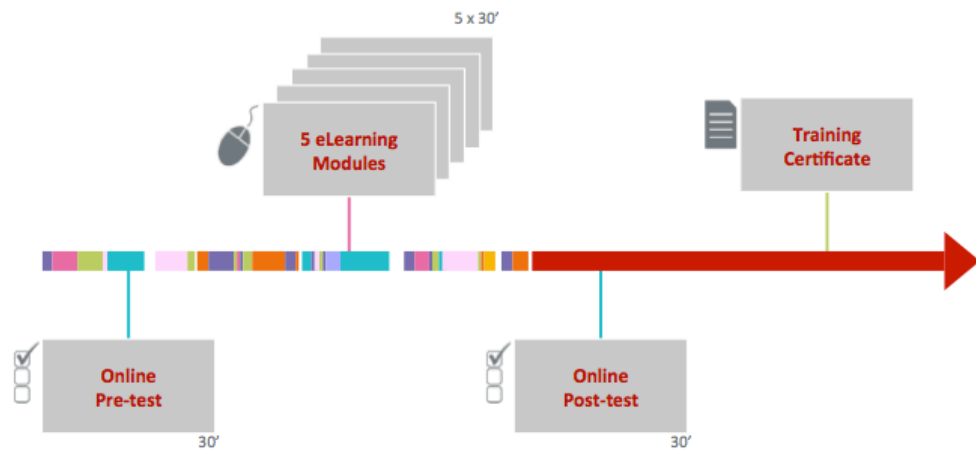
**...Then this course is for you.**

## Model which guided the course design



- 1) **Your context:** understand it to make the right decision
- 2) **Your techniques:** use your skills
- 3) **Your relationships:** develop your social skills and flexibility
- 4) **Your emotions:** use your behavioural skills

## Your training path



## Knowledge self-assessment

### The management styles

#### eLearning module 1

- The different management styles.
- The positive aspects of each management style.
- Adapting management style to circumstances: contextual management.

### Fostering and maintaining motivation

#### eLearning module 2

- Understanding how motivation works.
- Using the right motivational levers.
- Delegating and motivating..

# Your training path (continued)

## The situational skills of the manager

### eLearning module 3

- Basic concepts in systemic analysis.
- Analysing a situation or conflict using a systemic approach.
- Handling all managerial situations effectively.

## The relational skills of the manager

### eLearning module 4

- Setting up the right communication and information tools.
- Taking team needs into account for consistent communication.
- Preparing and conducting a team meeting.
- Conducting an individual interview.
- Managing sensitive situations.

## The emotional skills of the manager

### eLearning module 5

- Understanding how emotions work.
- Identifying and managing your own feelings.
- Managing emotionally-charged situations.

## Progress self-assessment

### Personalized support throughout your course

- You can track your progress through the course on the web platform
- A technical hotline is available weekdays to make sure your course runs smoothly: [elearning@cegos.ch](mailto:elearning@cegos.ch)

### Evaluation and Certification

#### Evaluation

##### Online pre-test: diagnostic evaluation before the eLearning modules

- 10 random questions from all the eLearning modules to diagnose previous knowledge. Can only be taken once. Results do not count.

##### Online post-test: final evaluation after the eLearning modules

- 10 random questions from all the eLearning modules to assess the achievement of the learning outcomes. Can be taken many times and records the best score.

#### Certification

In order to obtain your training certificate, you must complete all the eLearning modules and obtain **a score of at least 80%** on the online post-test.

