

Ensemble Vers Votre Solution

PROGRAM SHEET

TITLE : FUNCTIONAL MANAGEMENT

<p>EDUCATIONAL TEAM : A team of expert trainers, all of whom have significant management experience and share the same values, spread geographically across France.</p> <p>https://www.partners-cse.fr/nos-consultants/</p>			
<p>INTRODUCTION</p> <p>The complementarity of functions and their collaborations make the effectiveness of the modern organization. For everyone, making their needs listened, obtaining satisfaction in a relationship devoid of statutory or hierarchical power, has become a daily problem. Complex organizations require AGILITY. Managing autonomy is essential. The development of service professions within new organizations demands one to know how to manage professional relations.</p>			
<p>Goals</p> <p>This training aims to develop relational skills in a business situation (internal or external relations to the company): Professionalize the animation of transversal relations without hierarchical power and animate my professional relations in a climate of collaboration and autonomy.</p> <p>The operational objectives are:</p> <ul style="list-style-type: none"> • Understand the influence of his/ her leadership in his/ her way of communicating. • Learn the keys to communication in a negotiation situation • Know adopt good posture in 3 categories of situations 			<p>Public</p> <p>All positions of assistants, experts or other employees, having to work as a team in a climate of collaboration and autonomy.</p>
<p>PEDAGOGY</p> <p>It relies on</p> <ul style="list-style-type: none"> • classes in large groups • Working in sub classes • As dynamic as in face-to-face 	<p>Duration</p> <p>14 hours in 4 remote workshops</p> <ul style="list-style-type: none"> • either in 2 consecutive days • or in 4 spaced workshops. 	<p>Format</p> <p>Face-to-face or remote</p> <p>Maximum group = 10 people</p>	<p>Validation des acquis</p> <p>Knowledge test (QCU)</p> <p>Certificate of end of training</p>

Pedagogical engineering materials and pedagogical technology

Trainee booklet

PROGRAM (outline)

WORKSHOP 1

Let's share our expectations and needs

- Cross-presentation of expectations - sub-groups
- Feedbacks and synthesis on the commonalities between easy and difficult in our functional relationships

How do we practice the functional relationship?

- Trainees organized in 3 sub-groups - Work on 3 mini cases or situations
- Scenario in a large group
- Highlighting the 5 conditions of any functional relationship

SENDING THE MANAGOMETER To download and complete for Workshop 2

WORKSHOP 2

Assume our leadership in our relationships

- Identify the influence of my leadership in my relationships
- Managometer debriefing + strong point + my easy and my difficult

What is happening within a collective?

- From the individual to the collective: The aces and kings exercise.
- Distinction between competition and cooperation

WORKSHOP 3

Let's learn our first lessons before continuing

- Back to individual lessons learned from the first day.
- Individual work + go around the table.
- Work on the 7 keys to my motivation that induce behavior - Game "The 7 photos to translate".

Knowing how to read the situation and act in standalone mode

- Negotiation exercises
- Work on the stance + assertiveness (5 observers and negotiators 5)
- Debriefing on the distinction between observation and interpretation
- Debriefing on the postures of the negotiators (note + attitudes)

WORKSHOP 4

Harnessing the S.A.M

- Sub-groups to work on a real situation
- Debriefing of each case

Dare the DAC

- What is the D.A.C.?
- Summarizing solutions and making our minds about the consequences of the price to pay to assume responsibility.
- Avoid the trap of self-sabotage or fight our "false good" reasons.

TRAINING EVALUATION

- Computer-assisted evaluation - MAPE evaluation