

# Management & Business Skills

*Do your soft skills correspond with the expectations of your co-workers, managers or superiors? Are you properly prepared for your role in the field of managerial skills and leadership?*



*We realize the importance of soft skills – nowadays, soft skills are crucial in all areas of our personal and professional lives, and also for effective cooperation of co-workers and achieving goals. Therefore we are introducing soft skills seminars focused on this area. All seminars are conducted and delivered by PwC experts, who are experienced professionals in coaching, motivation and both individual and team leading. See the overview on next page.*

## What will you learn during the seminars?

- To enable the participants to realise their own soft skill potential and to set up their targets in the area of personal and managerial development
- To show proper styles of performance management in contemporary conditions
- To show the participants how to maximise team potential and to get the most out of individual team members as well
- To deepen skills so as to help managers successfully deal with others

## Tailored courses

To enhance working performance of your team, we can tailor training in any field of management and business skills. We will conduct and deliver the course according to your requirements and with respect to specifics of your company.

### Examples:

- communication and negotiation skills
- selling and presentation skills
- personality typology, team building
- project management etc.



*The Academy*

# Soft skills seminars for 2013:

**Dates:**

## *Coaching in the Workplace*

*3 January 2013 / 22 March 2013 / 27 May 2013*

This workshop helps participants to identify and practice the core skills of coaching and to put them into practice in a safe but real environment. They will primarily develop skills in using a non-directive approach to managing and leading people. By the end of the course, participants will be able to understand the key coaching models and techniques as well as being able to start using coaching as part of everyday life, formal and informal situations and alongside management processes.

## *Communication Skills - Assertiveness*

*23 April 2013*

Learn how to interact effectively and express your needs. Assertive communication can strengthen your relationships, reduce stress from conflict and provide you with social support when facing difficult times. It is a key skill within personal and business relationships. The course will help participants to understand various communication techniques and styles and to use them to develop mutual respect with others.

## *Influencing Skills*

*5 - 6 February 2013*

This two-day programme is for individuals who need to influence others effectively in a complex, multi-cultured environment. The course is very interactive and will focus on recognising predominant influence styles, behaviours and individual barriers to influence, as well as practicing and utilising relevant skills in various situations and increasing options and confidence when influencing others.

## *People Management and Motivation*

*29 - 30 January 2013 / 28 - 29 May 2013*

This course is very useful for those who need to organise and manage other people, lead them on the job formally and informally, motivate them and deliver team results. The interactive two-day programme will give you not only knowledge but also experience and will cover all key managerial skills such as planning, setting goals, leading, communication, motivation, checking and feedback within the team.

## *Time management*

*21 January 2013 / 17 June 2013*

To learn how we lose energy and time - for individuals who want to become knowledgeable about personal and team time-management technologies and organise their working time more effectively. The course objectives involve diagnosing one's own time management style, identifying priorities, facing various tasks from different people, planning work effectively according to time schedules.

## *Negotiation Skills*

*12 - 13 February 2013 / 14 - 15 May 2013*

For individuals who want to prepare for situations that involve negotiations they may encounter and to develop their capability of running effective negotiations, which lead to building strong relationships with clients and provide new business opportunities. By the end of the course, participants will be able to use the techniques and skills required for successful negotiations and become more confident about their abilities to negotiate.

## *Presentation Skills*

*26 - 27 March 2013 / 24 - 25 April 2013*

This highly interactive course is aimed at presenters who are looking to improve their skills and techniques in planning and delivering presentations. There will be short inputs, discussions and activity sessions to practise techniques and build skills/style flexibility. The majority of the course is focused on the participants actually doing and exchanging feedback on a range of different types of presentation to put these new ideas and skills into practice.

## **Courses details**

**Venue:** City Green Court, Hvězdova 1734/2c, Praha 4

**Time:** 9 am - 16:30 pm

**Language:** Czech

**One-day course price:** CZK 7 500 + VAT

**Two-day course price:** CZK 13 000 + VAT

## **How to reserve a place?**

For more information and for registration, please fill in the registration form at [www.pwc.cz/academy](http://www.pwc.cz/academy) or write an email to [the.academy@cz.pwc.com](mailto:the.academy@cz.pwc.com).

Should you have any questions, please contact Martina Kopsová, tel.: +420 251 151 816.

