

# The basic leadership training

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[kursus.learnmark.dk/basic-leadership-training](https://kursus.learnmark.dk/basic-leadership-training)

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*The basic leadership training is a practical leadership program that provides you with a solid toolbox you can use in your daily management. You'll enhance both your professional and personal leadership skills, becoming more aware of your personal leadership style. You'll learn how to motivate your employees and strengthen the company's productivity.*

*This training is a valuable investment for both you and your company!*







## Target Audience

The training is aimed at new managers and experienced managers who need to acquire more leadership tools.



## What You'll Gain

After 13 days of the Basic Leadership Training, you will have:

- Solid insights into your role as a leader and your role as a personnel manager
- Competence to motivate employees
- Tools to ensure effective dialogue with each employee and provide constructive feedback
- Training in conflict resolution and conducting difficult conversations
- Knowledge of how to conduct efficient meetings and deliver a message
- Tools for prioritizing and delegating tasks.



## Teaching Methodology

The teaching is based on participants' own experiences. This way, you'll learn to reflect on your own and others' leadership styles, gaining perspective on your own leadership approach. The teaching alternates between presentations, group or plenary discussions, and practical exercises.

The Basic Leadership Training consists of five modules, each focusing on different aspects of leadership tasks. Between each module, you'll complete a practical task based on your workplace. This approach helps you apply the theory from the training to practical leadership in your daily life.

# Module overview

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*Before module 1, you will have a DISC profile created, which forms the basis for the personal leadership.*

**01**

## **Leadership and collaboration**

Subject Number: 49728 | Duration: 3 days

- Introduction to the course
- Focus on yourself as a leader
- Put your challenges and goals into words
- Knowledge of the leadership role – theories and concepts
- Insight into planning, prioritization and delegation of tasks.

**02**

## **Communication as a management tool and management of meetings**

Subject Number: 49729 + 49730 | Duration: 3 days

- General information about communication – what is it really?
- Active listening and capturing signals
- Questioning technique and giving feedback
- Good meeting management, including strategy, planning and facilitation
- The crucial importance of management communication.

**03**

## **Conflict management as a leadership tool**

Subject Number: 49732 | Duration: 2 days

- The nature of conflicts and how they arise
- The conflict ladder and different types of conflicts
- Tools to handle and prevent conflicts
- Tools for the difficult conversation and the behaviorcorrecting conversation.

**04**

## **Applying situational leadership**

Subject Number: 49733 | Duration: 2 days

- Learn to motivate, create well-being and job satisfaction
- How to engage your employees
- Tools to create action and results
- How to increase efficiency and productivity without creating stress and poor wellbeing.

**05**

## **Change management**

Subject Number: 49734 | Duration: 3 days

- To lead during change – and get the employees involved
- How do employees get involved?
- How is resistance to change handled?

In this last module, you collect the entire trainingcourse. You make a plan for how you retain and apply what you have learned in your everyday life.







# Practical information

## Price

AMU-target group\*  
DKK 2.782,00 kr. per person

Outside the AMU-target group\*  
DKK 8.776,95 per person

\*AMU-target group: Participants whose highest education is at vocational education level, or participants who have a higher education that has not been used in the past five years.

## If you want to take academy training in management afterwards

After The basic management training, with the help of Learnmark Horsens, you can apply for prior learning assessment at Erhvervsakademie Dania. On the basis of your application, it is assessed whether you can be admitted to the program and at the same time shorten the program by being issued a certificate of education for one of the three compulsory modules on the Academy program in management, 'Management in practice' (10 ECTS-points). The certificate is valid at all educational institutions that offer Academy training in management.

## Date and register

Find dates and registration at [kursus.learnmark.dk/basic-leadership-training](https://kursus.learnmark.dk/basic-leadership-training)

## Accommodation

You have the option of board and lodging, cf. AMU legislation if you are in the VEU-target group and have more than 60 km. between home and place of education.

## Possibilities for compensation

### VEU-allowance

Subsidies are provided for wage loss compensation (VEU-compensation), transport and board/accommodation according to current regulations

- AMU-target group: DKK 12.649 kr. for 13 days
- Outside the AMU-target group: No subsidy.

### Support from the competence fund

The course can be chosen as self-selected education.

If your company pays into the skills and education fund, there may be an opportunity for additional financial reimbursement. IKUF offers, for example, the possibility of reimbursement of participant payment and supplementary salary reimbursement of up to 100% of normal salary for self-selected training.

# More info

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If you have questions about, for example, the content of the course, planning and screening, you are welcome to contact:



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The training developed by DI, Dansk Erhverv, the National Association of Municipalities, HK and Lederne. All are part of the continuing education committee HAKL.

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