Keys for Change

DYNA LEARN

People Management - Soft Skills contents

Dyna Learn, backed by Keys for Change's 25 years of experience in training, offers a complete catalogue of contents on the themes of PEOPLE MANAGEMENT - SOFT SKILLS.

1 **Teasers**

Teasers or " First glances" on the themes are available to start the reflection

2 **Theoretical contents**

All the major management themes are available.

3 **Quizzes**

Anchoring quizzes of 5 questions on each theoretical content

4 **Tips & tricks**

To refresh your memory quickly and put the theory into practice

5 **Tool cards**

A multitude of practical and concrete tool sheets

6 **Interactive tool sheets**

The path to success for quick action on an interactive sheet

7 **Summary booklets**

Synthesis of the major tools related to each pillar in one place

8 **Library**

Trilingual bibliography on the themes

I KNOW MYSELF

- Discover MBTI
- Discover HBDI
- Discover Insights
- Set up your "WOOP" action plan

I COMMUNICATE

- It's all in the communication (Module 1)
- It's all in the communication (Module 2)
- Discover the basics of feedback
- Discover the key elements of assertiveness
- Refine your feedback with Ofman's quadrant
- Stimulate feedback with the Johari window

I MANAGE

- The roles of a manager and of a leader
- Discover the attributes of tomorrow's leader
- Become a situational leader
- Manage multigenerational teams
- Develop the competencies of a manager coach
- How resilient are you?
- Manage team resilience

I MOTIVATE

- Gaining employees' commitment
- How to motivate employees
- Create a climate for motivation
- Delegate in order to motivate
- Incentivise and encourage action through Nudging

I ORGANISE

- Manage your "little voices"
- How to manage your time
- Priority management
- Manage interruptions

I DEVELOP OTHERS

- How to deliver a constructive message with the DESC
- Coaching colleagues with the GROW
- The power of questions
- Conduct a constructive appraisal interview
- Implement performance management

I FEDERATE

- Master the art of making presentations
- Lead compelling meetings
- Facilitate meetings
- Use the PECHA KUCHA technique for your presentations
- Bring your presentations to life with storytelling
- Organise creative meetings
- Practice the Elevator Pitch
- Develop a shared vision - basics
- Develop a shared vision - advanced

I MANAGE MY TEAM

- Transform a group into a team
- A climate of trust is a must for a successful team
- Discover the anatomy of conflicts
- How to manage conflicts - Part 1
- How to manage conflicts - Part 2
- How to generate consensus - Part 1
- How to generate consensus - Part 2
- How to put an ideal team together(Belbin)
- How to lead team problem solving (Préalpato)

I ACCOMPANY CHANGE

- How to turn a change into a success
- Structure your change approach
- Motivate your colleagues to accept change
- Discover Design Thinking

I COPE

- Develop a remote working culture
- Manage in remote working mode
- Manage remote teams
- Facilitate remote meetings
- Combine well-being and remote working
- Give "remote" feedback

I AM DEVELOPING

- Understand the mechanisms of stress
- Increase your own stress resistance
- Increase your team stress resistance
- How to increase your self-confidence
- Explore self-confidence

I ENRICH MY TOOLKIT

- The keys to Brainstorming
- Brainstorming tools
- Discover mind mapping
- In praise of diversity
- Discover the dimensions of diversity (Hofstede)
- Manage diversity
- Radical candour
- What is emotional intelligence
- How to develop one's own emotional intelligence
- The art of influencing
- Influence processes
- The art of questioning
- The decision making processes
- How to make the right decisions
- Foster individual and collective change with the "Inquiry Approach" approach
- The art of persuasion