



Management Skills for Leaders

Profound scientific knowledge has to be complemented with soft skills like organizational efficiency and management competence for a successful career in industry as well as in academia.

This course provides you with the best qualifications for management duties: The intense three-day training in management skills focuses specifically on the needs of future leaders. The first two days provide you with the necessary basics, which you will deepen in a one-day refresher within four months.

As part of our education on soft skills competence „Communication-Management-Leadership“ in collaboration with BSP International, this course follows the „Communication Skills for Leaders“ training and focuses on your business needs.

The „Management Skills for Leaders“ course

- introduces the concepts of project management
- explains how to develop an effective work schedule
- shows how to deal with different characters and personalities
- enables you to effectively pass on tasks and mandates
- explicates the difference between delegating a job and passing on a task
- trains you how to arrange and run effective business meetings
- makes you aware of common pitfalls in management

Register with: cmszh.intern@chem.uzh.ch
Fees: covered by Graduate School
Number of Participants: 6 Persons

Completion of the „Communication Skills“ and the „Leadership Skills“ training is not required to participate in this course.

Enthusiasm is no substitute for planning.