

e-learning



# From Colleague to Superior

Employees who move up from colleague to supervisor face many challenges. For most, it is their first leadership role and they need to familiarise themselves with the tasks and responsibilities of a leader. At the same time, they take on a new role in the team, which can also be fraught with tension. In this E-Learning, you will be given practical approaches and tools to enable you to act quickly. Learn how to understand the expectations of the company, the supervisor and the employees and how to integrate them into your new daily work routine. You will come to terms with your new role as a manager and analyse your new area of responsibility. Successfully master the step from colleague to superior.

Booking Number: **34893**

Group of participants:  
Future and new managers from all departments

Duration: **approx. 1 hour**

Language:  

Unit price:

€ 49,- zzgl. MwSt. | € 58,31 inkl. MwSt.

Package prices from 50 licenses on request

## Learning objectives

- ✓ You know the typical pitfalls of young leaders and can avoid them.
- ✓ You reflect on yourself in your new role as a leader.
- ✓ You know the different expectations of your most important stakeholders and integrate them into your daily leadership routine.
- ✓ You analyse your area of responsibility and align it in a goal-oriented way.
- ✓ You use tools and methods for your start as a leader.

## Contents

- New role "manager"
  - How do people see me? How do I see other people?
  - Leadership as a new skill
- Expectations
  - Recognising Expectations
  - Managing Expectations
- Analyse area of responsibility
  - What should I change? What should I leave as it is?
  - Determining Spheres of Action
- Tools for the start
  - Give your Everyday Worklife Structure
  - Assign tasks transparently and effectively



Information on the web

[www.haufe-akademie.de/34893](http://www.haufe-akademie.de/34893)



Let us advise you

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