

Adecco

LHH Bulgaria

Personal and Leadership Skills
Development for Success at the
Workplace

Business trainings
2023

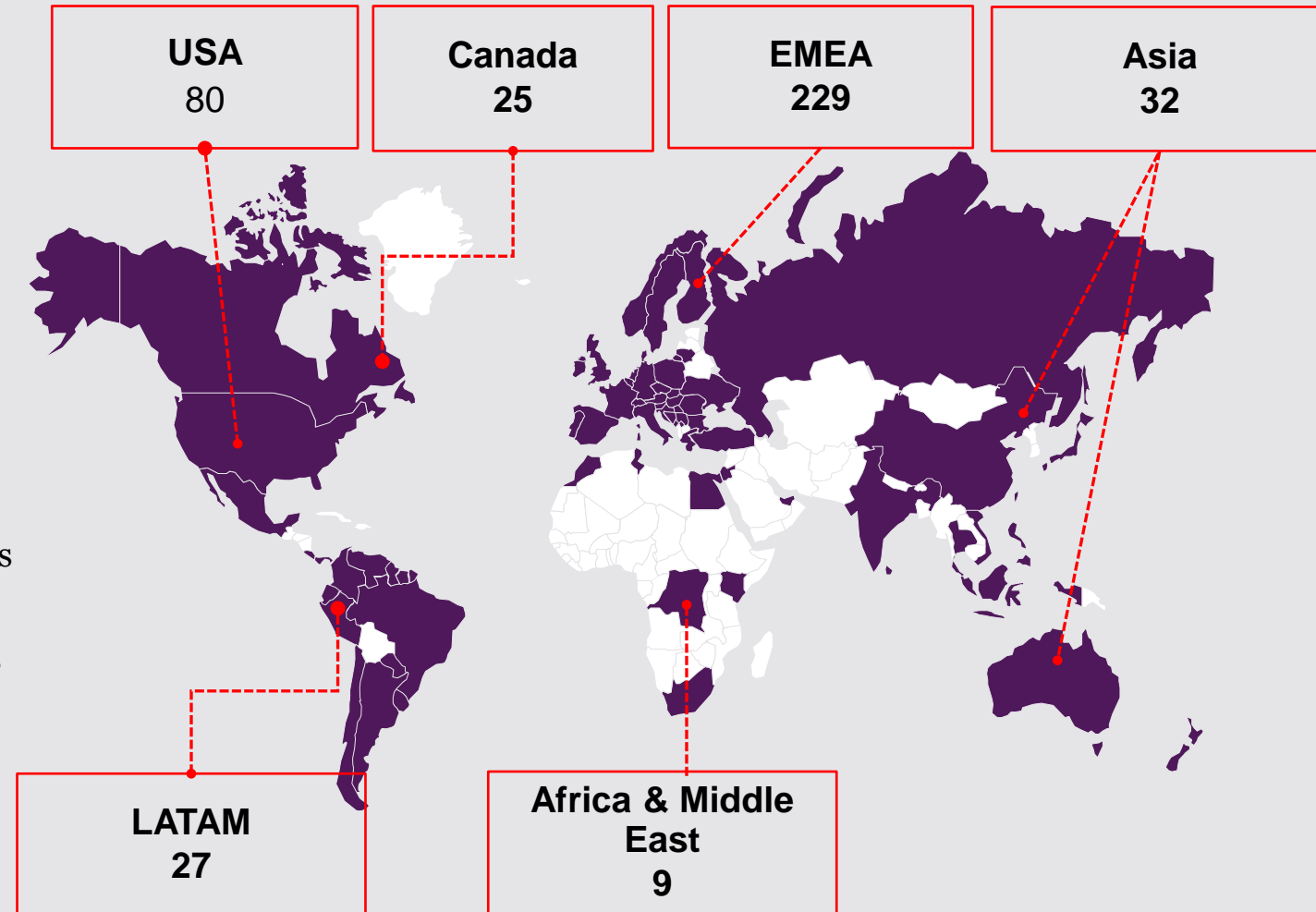


reach
POTENTIAL



The Adecco Group brand for career transition and talent development

- Experience** The global leader in career transition and talent mobility
- Track Record** Helped *thousands* of individuals find their next opportunity
- Expertise** LHH works with over 350,000 candidates per year
- Connections** With such a broad client base, we know the latest career search trends – and what works
- Technology** Rich online resources, webinars, e-learning, resources, tools, & more
- Footprint** Largest global footprint; 400 locations in 66 countries



We provide **training** at every career step:

Integrate

If your leaders are new to a team, function or organization, our learning solutions will help them navigate the core concepts of successful team, step in with greater self-awareness and feel confident how to build one.

Elevate

If your leaders are stuck and can't move beyond where they currently are, our learning solutions help them explore the barriers and challenges, reboot and to go ahead.

Navigate

When the time comes to lead others and their success is measured by the results of their teams, our learning solutions help your leaders move through the choppy waters of organizational life.

Accelerate

For those exciting moments in an executive's career, when they have the potential to achieve so much more, our solutions help them become thoughtful leaders and a true appreciated role model.

Our approach in training:



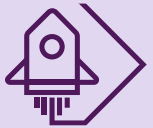
Coaching approach

We believe that everyone can benefit from coaching, so we engage the group in discussions and sharing of good practice and ideas for improvement.



Short stand-alone modules

Based on adult training, combined according to the company needs for direct application to the specific workplace. There is no fixed curriculum.



Practical exercises and learning

Examples from practice, real situations, scenarios and role-plays for maximum simulation of reality and an open platform for experiments.



Guidance, tips, tricks and checklists

As you move through key moments of career transition, they provide the link between theory, practice and specific action.

Program for **first-time managers** or **young workers**, new in the corporate world:

- Start with Success – The First 100 days
- Active Listening
- Build Rapid Rapport and Trust
- Successful Meetings – What, Why, How
- The Art of Delegation
- Develop Through Feedback
- Performance Management and Appraisal
- Elevate Your Influence
- Make Conflict Work
- Networking for Success

**Make the
perfect
tailored
combination
for your
employees**

(10 Topics)

Development at **every career step**, regardless of the position

Trainings for universal competences, central to the professional performance:

- Boost Your Resilience
- Build Psychological Safety
- Self and Team Motivation
- Emotional Intelligence
- Growth Mindset
- Building Rapid Rapport
- Ignite Lasting Trust
- Active Listening
- Successful Meeting – What, Why, How
- Develop Through Feedback
- Mitigate Unconscious Bias
- Expand Your Influence and Network for Success
- Navigate the Change
- Technostress – How to Handle It

**Possibility for
various
combinations
in a program,
depending on
the
employees'
group set-up**

(15 Topics)

In our understanding, **the successful leader** has:

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Knowledge in Human Psychology (9 Topics)

- Build Psychological Safety
- Emotional Intelligence
- Self and Team Motivation
- Active Listening
- Boost Your Resilience
- Growth Mindset
- Lead without Bias
- Authentic Leadership
- Technostress – How to Handle It

Operational Management Skills (8 Topics)

- Performance Management and Appraisal
- Develop Through Feedback
- Ignite Lasting Trust
- Make Conflict Work
- Talent Recognition, Appraisal and Career Conversations
- The Art of Delegation
- Navigate the Change
- Networking for Success

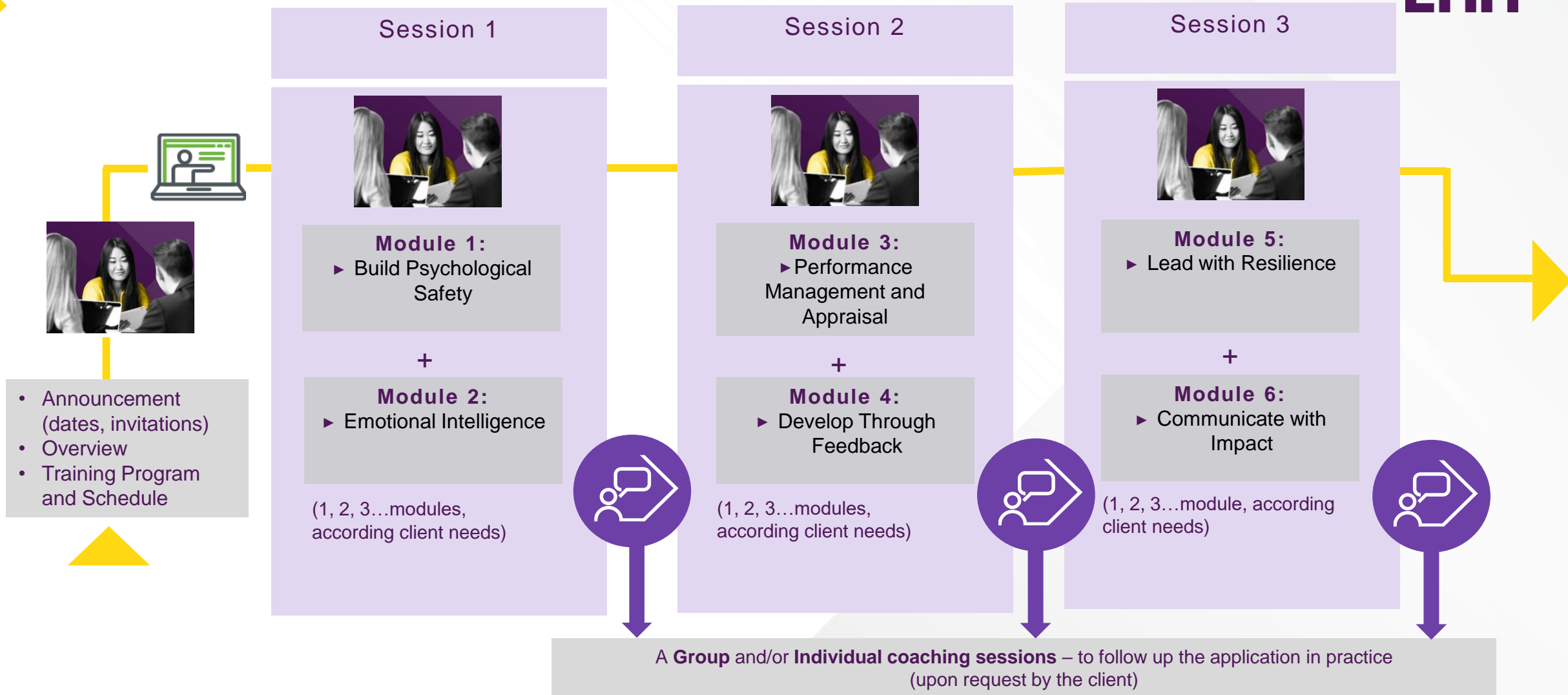
Vision and Strategic Thinking (8 Topics)

- Master Strategic Thinking
- Lead With Vision
- Foster Inclusion Today
- Collaborate Across Boundaries
- Expand Your Influence
- Communicate Change
- Communicate with Impact
- Maximize Mental Agility

Our Topics embrace these 3 pillars
(25 Topics)

An example of your **journey** with us:

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← The Sessions take place during the year, according the needs. →

In each LHH Training offer you will find:

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- Topic(s)
- Overview
- Expected results
- Target audience
- Delivery method (live/virtual)
- Duration (120 – 180 min)
- Number of trainees: 8 – 16
- 1 – 2 LHH certified facilitators
- Language: Bulgarian/English
- Price per Module/Topic ~ 1450 EUR

The image displays two pages from a training catalogue. The left page is the cover of the 'Business Trainings Catalogue 2023', featuring the 'reach POTENTIAL' logo and a photograph of a smiling man in a yellow shirt. The right page is a detailed view of the 'Master Strategic Thinking' workshop, including an overview, expected results, recommended development experience, and workshop details.

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Business Trainings Catalogue

2023

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Master Strategic Thinking

Overview

In today's world, organizations are impacted by so many diverse trends that filters, models, and structures are needed to make sense of what is happening and prioritize what's most important. Knowing is one thing, but repeatedly applying strategic thinking daily and communicating that thinking to others is something completely different. *Master Strategic Thinking* focuses on applying strategic thinking in the context of your business.

Expected Results

- ▶ Get a clear line of site into the value your team brings to the organization
- ▶ Learn about business environment factors that affect your organization and the work you do
- ▶ Explore the value of communicating with impact and practice a method to help you communicate more strategically

Workshop topics

- ▶ Creating a clear line of sight
- ▶ Your business context
- ▶ Communicating strategically

Target audience

- ▶ Managers
- ▶ People leaders

Delivery method

Virtual instructor-led training (VILT) with access to the Digital Learning Campus (DLC)

Workshop duration – 120 minutes

Recommended development experience

Workshop participation (core) | In workshop reflection (core) | On-the-job application (core) | Sustain learning through coaching (optional) | Collective learning nudges (optional) | Assessment & Insights (optional)

Investment for core solution

Note: assessment, coaching, customization, translation will be priced separately if applicable

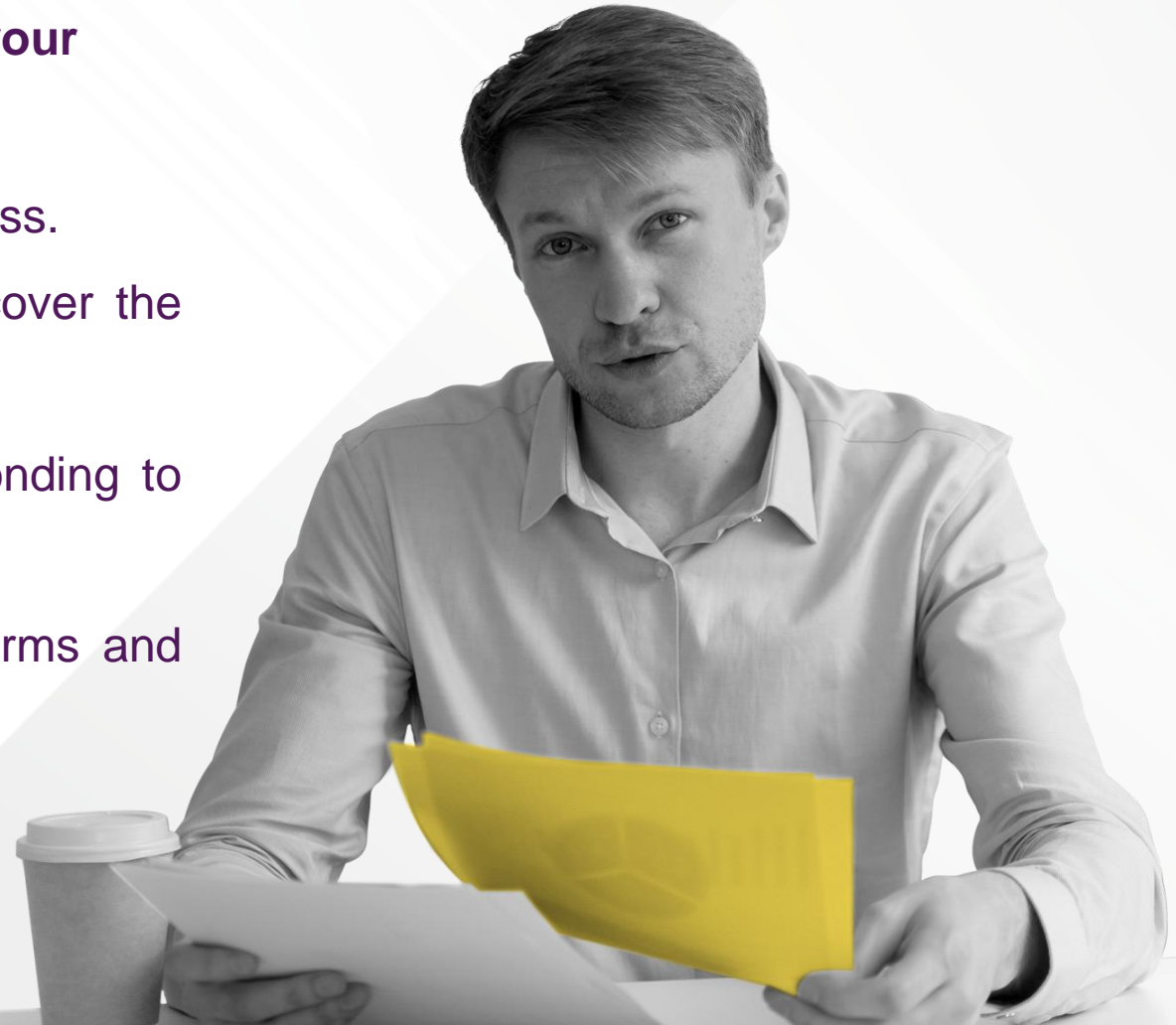
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Just ask **our consultants...**

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They will help you configure the exact solution for your organization's needs:

1. Identify the needs and challenges you want to address.
2. Point out the skills and competences needed to cover the business needs.
3. Choose the right modules and elements, corresponding to the identified skills and competences.
4. Discuss and define the expected results, KPIs, terms and budget.





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We answer your needs!

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