EUSA SURVIVAL KIT

european school of administration

On-line learning

MANAGEMENT | KEY SKILLS | CONFERENCES



Hi Colleagues!

You will find in this “survival kit” our new On-line courses designed to help you deal with the current situation in the more balanced way and to better manage your energy when working remotely.

You will be offered tips and tricks for effective digital communication and productive On-line meetings. You will discover remote wellbeing strategies that will help you in your work, your private life and the current outer world.

You will be able to establish personal routines and practices of energy renewal in order to recharge faster and perform better.

Ana Yturriaga Saldanha,
Head of the European School of Administration

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KEY SKILLS | MANAGEMENT | CONFERENCES

JOIN



Developing your Resilience - On-line learning

Evaluate and develop your own resilience to help you dealing with the current situation in the more balanced way; understand your feelings, needs and personal boundaries when working from home; think positively and be creative in this new context.

0.5 DAY + COACHING | EN

JOIN



Taking Care of your Wellbeing when Teleworking - On-line learning

With this online course you will be ready to experience a four-dimension based approach towards wellbeing and discover remote wellbeing strategies that will help you in your work, your private life and the current outer world.

0.5 DAY | EN

JOIN



Facing Change - On-line learning

This on line course will help you to manage your emotions and reactions when confronted with change and crisis and to develop your strategy to better handle change.

0.5 DAY + COACHING | EN

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Overwhelmed Working at Home? Drawing the Line between Professional and Private Lives - On-line learning

This online workshop will help you to find the balance and manage private and professional lives, and restore an equilibrium with personal tips. & tricks.

1.5 HOUR | EN

JOIN



Writing with Impact - On-line learning

Produce engaging and persuading documents; use a systematic approach to writing complex documents; experience the flow of rapid writing.

2X 0.5 DAY | EN

JOIN



Analysing and Solving Problems - On-line learning

How to identify the impact of a crisis in solving problems and the main elements of a problem and to understand your own problem-solving style, and the diversity of styles amongst your colleagues.

2X 0.5 DAY | EN

JOIN



Personal Effectiveness - On-line learning

Manage your time and workflow when working from home; create an effective environment to increase motivation and productivity; establish a clear communication and reporting process.

0.5 DAY + COACHING | EN

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Compassion Break - On-line learning

For those who want to take a short break from the pressure of life, and are willing to explore this different way of coping. You will learn how to relate to yourself and to your difficulties with more compassion and kindness through a short exercise to apply in your daily life.

0.75 HOUR | EN

JOIN



Preserving your Physical Condition while Teleworking - On-line learning

This online workshop aims at increasing awareness of how well we manage our physical energy during the day when working remotely. It will help you connecting to your body, releasing tensions from long time sitting being in remote interaction and in front of the screen, and reflecting on your nutrition and sleep habits.

0.5 DAY | EN

JOIN



Working with Virtual Teams - On-line learning

What is to be a team in a remote environment (characteristics of remote effective teams, trust and risks of misunderstanding in a remote team's work); challenges of and tips & tricks for an effective digital communication; preparing and managing online team meetings (rules & points of attention).

2X 0.5 DAY | EN

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Think Again - Practical Introduction to Critical Thinking - On-line learning

Understand your usual ways of thinking, thoughts, habits and bias in order to take better decisions; analyse information in a critical way even when it seems persuasive and authorized, especially in the current crisis; apply critical thinking on the daily work in these challenging times.

0.5 DAY | EN

JOIN



Oral Communication - On-line learning

Increase the impact of on line oral communication -take advantage of the screen; develop listening and interaction skills during on online meetings; know your communication style and adapt it to the new working; manage the interaction when communicating in different remote set-ups.

2X 0.5 DAY | EN

JOIN



Mindful Teleworking - On-line learning

With a variety of simple tools and exercises you will gain a deeper understanding of how you can break the stress-reaction cycle in the new working environment and explore the ways of bringing mindfulness into your daily work life.

0.5 DAY | EN

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Managing myself

JOIN



Leadership Lab

Your behaviour, talents and blind spots as a leader; work-life balance; resilience; authentic leadership: management and emotions.

2 VIRTUAL CLASSROOMS | EN

JOIN



Manage your energy online

How to assess your energy level and understand how your "internal fitness" (physical, emotional, mental, purpose) affects your work – and your staff. How to establish personal routines and practices of energy renewal in order to recharge faster and perform better.

6 HOURS | EN

JOIN



Drive your own bus (mindfulness for managers)

Turn-off the autopilot in your thinking and start managing everyday situations with more awareness; learn and exercise conscious attention on issues of your life; get into practices of mindfulness that will help you to be present with a 'clear mind' and 'drive your own bus'.

6 HOURS | EN

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Managing my team

JOIN



Lead your Team

Team leadership basics for team leaders; team roles; situational leadership; communication; delegation; assertiveness; handling awkward situations assertively.

3 VIRTUAL CLASSROOMS | EN

JOIN



Managing remote teams in times of crisis - Quick fix and tips

Help managers to cope with and adjust to the current crisis situation. Sharing experience with peer to learn how best managing entire teams remotely.

1 WEBINAR CLASSROOM | EN

JOIN



Managing remote teams in times of crisis - Share and learn

Help managers to cope with and adjust to the current crisis situation. Sharing experience with peer to learn how best managing entire teams remotely.

2 HOURS | EN

JOIN



Leadership presence in times of non-presence

How to work effectively in virtual world - build personal good habits - learn to create emotional safety in teams - anchor positive habits in self and team - reinforce and support adaptability and reflection.

7 WEEKS PROGRAMME | EN

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Four Key Conversations

Developing your skills in holding the four key conversations all managers need to master; setting expectations; assessing progress; developing people; managing conflict.

1 VIRTUAL CLASSROOM | EN

JOIN



Addressing Performance issues in remote teams

A practical learning session to help Heads of Unit to address performance issues in their teams, especially in a situation where working remotely has become the new normal.

6 HOURS | EN

JOIN



Collaboration Dynamics

How to communicate more effectively with your team avoiding misunder-standings even when exploring difficult matters in complex contexts.

6X 100 MIN. | EN

JOIN



Case clinic for remote managers

In this module, you will have the oppor-tunity to discuss the real situations that you meet in your work with a facilitator and other managers. They will bring you alternative points of view and possible solutions to the challenges you will decide to share (2 situations will be discussed in depth in each session).

3 HOURS | EN

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Creating participation in online meetings - Part 1 + 2

The aim of this workshop is to help managers create and keep active participation and engagement in virtual meetings.

3 HOURS | EN

JOIN



Sustainable Team Management

Build and maintain a healthy working climate in the team, allowing each member to perform well under pressure. Building resilience for you and for your team.

2 VIRTUAL CLASSROOMS | EN

Developing management potential

JOIN



The Essentials of Management

This foundational management course aims at giving participants a comprehensive overview of what the realities of a management function involve.

3 VIRTUAL CLASSROOMS | EN

Heads of Unit

JOIN



The New Head of Unit: Licence to Lead

Mapping your unit's "cartography"; the role of the Head of Unit; challenging situations for a new Head of Unit; leadership styles; vision and action plan for your unit.

3X 0.5 DAY + COACHING | EN

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NEW

On-line talks

Key speakers from different back-grounds on subjects of general interest. In these lunchtime conferences the speaker gives us useful information on current events, followed by question and answer session.

1 HOUR | BILINGUAL

JOIN



Leadership club On-line

The aim of these events is to help managers work more effectively with their teams in difficult situations.

1.5 HOUR | BILINGUAL

JOIN



EU in the making

Eu in the making is a series of conferences addressed to managers in which senior officials and external experts share their views on the reality of their jobs and their Institution.

1.5 HOUR | BILINGUAL

JOIN



EU News

Jim Cloos is one of the very few civil servants to be present in the European Council meetings. In these lunchtime conferences he gives us the latest news, straight from the machine room of the EU.

1.5 HOUR | BILINGUAL

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