## **PROGRAM INFORMATION FOR ADULT TRAINING ACTIVITIES**

I. General description of the program							
I.1.	Name of the program, its own identification number	Personal Leadership Branding: developing leadership identity					
1.2.	Number of hours in the program	36 hours					
I.3.	Name of the document obtained by the completion	Certificate					
1.4.	Mode of the evaluation	<ul> <li>PLB presentation at the end of course and Learning diary (including the self-assessment criteria)</li> <li>This course is graded along the following dimensions: <ul> <li>self assessment of the learning diary (20p)</li> <li>self assessment of class participation (20p)</li> <li>PLB presentation assessment (20p)</li> <li>learning diary evaluation by course instructor (20p) (based on: relevance of learning points, action plan formulation and execution, self-reflection)</li> <li>class participation evaluation by course instructor (20p)</li> </ul> </li> </ul>					
1.5.	Type of exam defined by law						
I.6.1	Extent of absence allowed	30 % 10.8 hours					
1.6.2	Consequences for the person taking part in the program if the permissible absence is exceeded	The participant may be excluded from the program.					
1.7.	Consequences of breach of contract by the participant and the adult educator	Failure to comply with the adult education contract will be interpreted by the parties as a breach of contract. In the event of a breach of contract, there is a single (written) notice from both parties. If the called party still does not perform after the notice, the other party may terminate the contract immediately. In the event of a legitimate complaint from a participant, they may recover a proportionate part of the training fee (if they are liable to pay); in the case of a legitimate complaint from an adult educator, it may oblige the participant in the training to reimburse a proportionate part of the training fee (if the participant is obliged to pay). In case of excess of the allowable absence the adult trainer shall act in accordance with the regulation specified in 1.6.2.					

١١.	Description of the pro	ogram							
II.1.	Place(s) of program								
II.2.	First day of the program		2024 year			March month		09 day	
II.3.	Estimated date of ending the	ne program	2	2024 year		May r	nonth		18 day
	Scheduling the progress of the training broken down into curriculum units <sup>1</sup>								
	Curriculum unit of the program		Number of hours			Duration		Scheduling	
	Name of the program Mode of study					(start - end)		5	
	Focus your leadership identity Who are you now? Who you would like to become? Keywords: authenticity and meaning Theoretical background: leadership identity development cycle;	Brief theoretical input Reflections in pairs big group; Role play discussion		6×45 mi	n	1×half day	<b>2024. 03.09</b> 13:00-14:30 14:40-16.10 16:20-17.50		
	Become aware of the shadow of your leadership identity Who don't you want to be? Keywords: authenticity and toxicity Theoretical background: toxic and bad leadership	discussion		6×45 mi	n	1×half day	<b>2024. 03.23</b> 13:00-14:30 14:40-16.10 16:20-17.50		
II.4.	Define your personal leadership brand What do you wish to be known for?	discussion		6×45 mi	n	1×half day	<b>2024.04.06</b> 13:00-14:30 14:40-16.10 16:20-17.50		
	Give perspective to your personal leadership brand Where is your career now and where do you want to go next? What is your value? Keywords: visibility and impact (within and outside organization) Theoretical background: career management, talent management.	Brief theoretical input Reflections in pairs big group;		6×45 mi	n	1×half day	<b>2024.04.20</b> 13:00-14:30 14:40-16.10 16:20-17.50		
	Make your personal leadership brand real	Brief theoretical input Reflections in pairs big group;				1×half day	13: 14:	<b>24.05.04</b> 00-14:30 40-16.10 20-17.50	

1 Not relevant for closed electronic distance learning.

How do you communicate it to Role play and others? How you make it inspiration       discussion       discussion         Inspirational to others? How can LinkedIn support this?       Keywords: presence and inspiration       discussion         Theoretical background: authentic communication, active listening; LinkedIn profile management       Fere Your personal leadership brand during critical inputs; Reflections in pairs and stressful situations?       Brief theoretical inputs; Reflections in pairs and group: Role play and tiscussion       fere Advector Play and tiscussion         II.5.       The training fee, taking into account the crediting of prior knowledge and the timing of the payment feel wing.       full amount       full amount         II.6.1       Scheduling of the payment       The participant or cost bearer pays a lump sum until the start of the training.       full amount       full amount         II.6.2       Scheduling of the payment       The payment of the payment of the training.       full amount       full amount         II.6.1       The training fee, taking into account the crediting of prior knowledge and the timing of the payment of the training.       full amount       full yes <sup>3</sup> II.6.2       exam fee <sup>2</sup> group: full amount       full amount       full yes <sup>3</sup> II.6.3       Scheduling of the payment       full amount       full yes <sup>3</sup> fact of the contribution, name:         II.7.       The training is provided (in part or in full) at th											
Inspirational to others? How can LinkedIn support this? Keywords: presence and inspiration Theoretical background; authentic communication, active listening; LinkedIn profile management       Image: Communication rest your personal leadership brand during critical communicative events How can you use as a resource and further develop your PLB in challenging and stressful situations? Keywords: coping and spontaneity; Theoretical background; stress management, iste samagement, treedeack giving and receiving;       Brief theoretical inputs; Reflections in pairs and big group; Reflections in pairs and big group; Reflections in pairs and big group; Reflections in pairs and big group; Reflections of the pay and discussion       6x45 min       1xhalf day       2024.05.18 13:00-14:30 14:40-16.10 16:20-17.50         II.5.       The training fee, taking into account the crediting of prior knowledge and the timing of the payment of the training fee in proportion to the completion of the training.       407.00         II.6.1       full amount       407.00         II.6.2       exam fee <sup>2</sup> 407.00         II.6.3       resit fee       407.00         II.6.4       scheduling of the payment       The participant or cost bearer pays a lump sum until the start of the training.         II.6.4       Scheduling of the payment       The participant or cost bearer pays a lump sum until the start of the training.         II.6.4       Scheduling of the payment       X no       Yes <sup>3</sup> fact of the contribution, name:				and							
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Image: profile management       Test your personal leadership brand during critical communicative events. How can you use as a resource and further develop your PLB in challenging and big group; Reflections in pairs and big group; Reflections in pairs and big group; Theoretical background: stress management, feedback giving and receiving;       Brief theoretical inputs; Reflections in pairs and big group; Reflections in pairs and big group; Role play and discussion       6x45 min       1xhalf day       13:00-14:30         11.5.       The training fee, taking into account the crediting of prior knowledge and the timing of the payment of the training.       6x45 min       1xhalf day       16:20-17.50         11.5.       The training fee, taking into account the crediting of prior knowledge and the timing of the payment of the training.       407 00         11.6.1       Turning fee taking into account the crediting of the training.       407 00         11.6.2       exam fee <sup>2</sup> 407 00         11.6.3       Scheduling of the payment       The participant or cost bearer pays a lump sum until the start of the training.         11.6.4       Scheduling of the payment       The participant or cost bearer pays a lump sum until the start of the training.         11.6.4       The training is provided (in part or in full)       X no       1 yes <sup>3</sup> fact of the contribution, name:											
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II.8. Mode of application online on the website of the institution	II.8.	Mode of application		online o	n the website of	the institution					

<sup>2</sup> If the training is accompanied by an examination as defined by law and the adult educator is entitled to organize the examination.

<sup>3</sup> Such internal training or program organized on the basis of legislation, which is funded in part or entirely from the budget support provided to the state budget or from the European Union.