



**F**low  
**M**anagement  
**A**cademy

Company Management  
in practice

**2006-2021**

Flow Consulting & Human Telex Consulting

# WHAT IS FLOW MANAGEMENT ACADEMY?

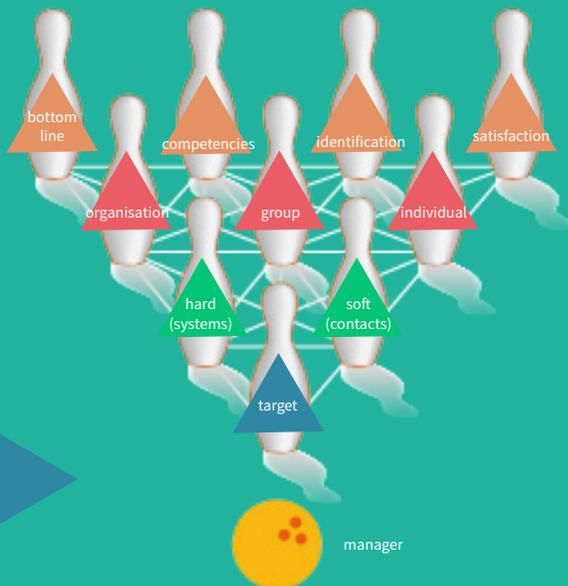
The competitive advantage of a company involved manufacturing assets 100 years ago, technology 50 years ago, information 10 years ago – now, and in the future, it emanates from talented people.

We, the Flow Management Academy staff, have the competencies to unlock the management talent of key people in your organisation.

We have utilised 15 years of experience in organisation development to create a system known as Flow Management Academy, which

- ▶ gives you an easy-to-learn set of management tools that can be applied immediately,
- ▶ is a one-year process including 1 two-day and 8 one-day training sessions,
- ▶ delivers measurable results.

You get more balanced and predictable operations, business success and better quality of life.



# WHAT IS THE STRUCTURE OF THE ACADEMY?

- ▶ A team of trainers cement the program together with specialists in charge of individual themes.
- ▶ A transitional action plan connects each monthly module.
- ▶ Our trainers are also available for personal consultation if the need arises.
- ▶ We support your development with an excess to an exclusive film library containing the world's best management training videos.

# WHO IS THE ACADEMY FOR?

If you

- ▶ work as an owner or manager in small or medium sized company,
- ▶ work for a large corporation as a medium level or senior manager,
- ▶ or, you expect to be promoted to a management position in the near future, then you can add to and systematise your existing management know-how and improve your skills by participating in the Flow Management Academy.



## MODULES 1-2

### Introduction - Management and vision

#### These modules are about...

- ▶ what it actually means to manage and lead collaborative teams and effective organisations,
- ▶ selecting and developing the core competencies needed to achieve continuous improvement in management effectiveness,
- ▶ how to move from intuitive approaches and practices to a more conscious, efficient and effective concept of management,
- ▶ why it is worth investing in designing a vision,
- ▶ how to shape our desires regarding the future to get a quantified and attractive development strategy,
- ▶ how to share our ideas with peer managers and associates and how to gain their support.

#### By the end of this program you will be able to...

- ▶ subject your management duties to uniform approach, conscious interpretation, rationalisation, planning and well-thought-out implementation,
- ▶ stimulate associates to achieve the goals of your organisation and business results by creating and maintaining motivation,
- ▶ plan the process of creating vision and strategy and related communication and strategy development processes.
- ▶ define your own personal development directions

## MODULE 3

### Knowing people

#### This module is about...

- ▶ how to see, understand and put to good use the personal differences of your associates,
- ▶ how to build a sound organisation on these differences.

#### By the end of this program you will be able to...

- ▶ identify the individual styles and strengths of your associates in a structured way,
- ▶ manage the collaboration of others by accommodating personal skills and preferences.

## MODULE 4

### Cooperation, contacts, conflict management

#### This module is about...

- ▶ how to see, understand and put to good use the personal differences of your associates,
- ▶ how to build a sound organisation on these differences.

#### By the end of this program you will be able to...

- ▶ respond constructively to and manage the problem of suboptimal performance amongst associates,
- ▶ manage the emotions of involved parties as they break loose during conflict management,
- ▶ change others' behaviour without harming the relationship along the way,
- ▶ identify the personal motives that lie behind conflicts.

## MODULE 5

### Managing performance

#### **This module is about...**

- ▶ what it means to manage tasks, teams and organisations with a performance focus,
- ▶ how to focus on both the task and the people at the same time,
- ▶ how to ensure effectiveness through efficient management, delegation, continuous development and support for associate' efforts.

#### **By the end of this program you will be able to...**

- ▶ approach and perform your management tasks while focussing on performance,
- ▶ continuously improve individual and team achievements, support and develop your associates effectively and ensure efficient delegation at the same time,
- ▶ be consistent in managing performance and behaviour problems as they arise, evaluate performance and provide feedback,
- ▶ shape your own management style consciously.

## MODULE 6

### Organisation communication

#### **This module is about...**

- ▶ how to communicate effectively and with credibility,
- ▶ what distinguishes conscious and instinctive management communication,
- ▶ the rules of communication at group and organisation level.

#### **By the end of this program you will be able to...**

- ▶ communicate effectively, credibly and persuasively,
- ▶ consciously use a wide range of nonverbal communication tools,
- ▶ receive and give feedback,
- ▶ apply tested persuasion strategies.

## MODULE 7

### Management of change in the organisation

#### **This module is about...**

- ▶ how to identify necessary changes and the signals indicating them,
- ▶ the process of change and how it progresses,
- ▶ how to manage individual changes from the perspective of people and systems,
- ▶ how to manage resistance to change.

#### **By the end of this program you will be able to...**

- ▶ diagnose a situation preceding change,
- ▶ identify the stages of the change process, formulate the necessary steps,
- ▶ distinguish between various optional tools.

## MODULE 8

### Decision-making

#### This module is about...

- ▶ what kind of steps business decision making may involve ,
- ▶ what kind of methods are worth applying in these steps,
- ▶ what kind of tools can support the implementations of the decisions.

#### By the end of this program you will be able to...

- ▶ define the root causes that influence decisions,
- ▶ set up the frame of the decisionmaking,
- ▶ set up structured decision-making alternatives,
- ▶ use decision making methods,
- ▶ apply individual and group decision making processes.

## MODULE 9

### Manager and organisation energies

#### This module is about...

- ▶ how to use the energy invested into a business reasonably and at a profit so that job,
- ▶ performance means more satisfaction than burden to all associates,
- ▶ how to ensure that you experience the pressures of doing business as exciting opportunities rather than burdensome stress.

#### By the end of this program you will be able to...

- ▶ identify energy leakages,
- ▶ become conscious of and manage your own and your associates' stress status, utilise and develop their creativity and integrate emerging ideas,
- ▶ interpret correctly and manage the relationships at work.

## MODULE 10

### Personal efficiency

#### This module is about...

- ▶ ensuring compatibility between your daily work activities and your long term goals without losing sight of your private life or your relationship with your associates and your boss.

#### By the end of this program you will be able to...

- ▶ define the values that drive your life,
- ▶ plan and schedule your daily duties by importance and urgency,
- ▶ define where and when your personal resources can be used efficiently, identify and manage time wasters.

# SINGLE SESSION TRAINING vs CONTINUOUS EDUCATION

## FORMER PARTICIPANTS HAVE SAID ABOUT THE COURSE:

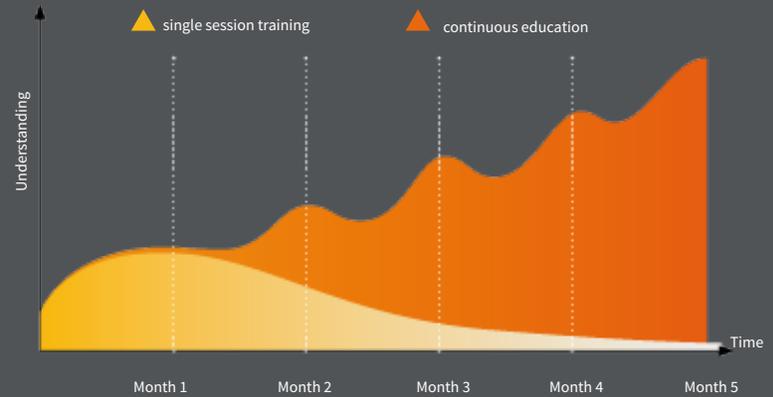
### Contact us:



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Learning is a process not an event!

2018

I recommend you the FMA because it offers a versatile development program: awareness completing your instincts; action instead of observation; strategy instead of day-to-day management and eventuality. I grew in all of these, and I got lots of personal reinforcements from those who took part.  
László Kocsis – Utopus Insights

2017

I recommend the FMA to you because you are a great leader. To become a better leader, this is an excellent tool with its high level of professionalism and practice-oriented program.  
Annamária Nádasdi – Bácsvíz

2016

I recommend the FMA to you because you can acquire comprehensive leadership knowledge in a practical way. The monthly one-day „step back” leaves you with lasting impressions and offers new methods, which can be used consciously and unconsciously in both work and private life.  
Bálint Dávidházi – Magyar Cukor

The modules of the FMA course offer directly applicable knowledge in the daily management job. They are delivered by real and very energizing professionals.  
János Koós – Lux Aqua Hungária

2015

My recommendation to you is to apply today, and do never miss a modules as each and every one of them is a piece of treasure.  
Dóra Cseke – Ludwig & Mentesi

The FMA prepares and reinforces professionally and refreshes personally. It is a highly recommended category to every manager who has a progressive growth perspective.  
Gergely Csáki – Innovative Solutions

2014

Why do I recommend FMA? Because it gives you the opportunity to widen your toolkit with the help of experienced experts from very different market segments and well-prepared trainers in a practical and life-like context. You can gain knowledge and experience which makes your work more productive and effective and also highlight your personality and opens new doors for the future.  
Péter Adamecz – Goodmills Magyarország

2013

I recommend you the FMA because it implies a great personal development potential. You think you cannot hear anything new, you know how the world works, and how the people living in it function. However if you get over the first shock and you give yourself to learning, you will realize that there is always another point of view, and it is good to think over what you have learnt and life offers numerous undiscovered opportunities.  
László Janik – KSB

2011

I recommend you the FMA because it gives clear and adoptable alternatives to decisional situations managers face day by day in their economical and organizational environment. You can widen your own managerial toolkit through the diverse approaches of participants from different economic sectors. The rest is up to you...  
Ervin Szabó – Laurel

I recommend you the FMA because every session is characterized by professional development, energy fueling and informal, friendly atmosphere.  
Eszter Ács – Vitrolife

I recommend you the FMA because it is a life-like complex managerial course, which is not focused on flat curriculum but it is interactive and involves the participants. The introduced moduls summarize well wider areas of ideas and the trainers are authentic...  
Péter Győri – Jabil Consulting Hungary