

Overview of training topics offered by Hanna Summanen/ChangeMatters:

Leadership	Leadership	<ul style="list-style-type: none"> • Leadership vs. management • Articulating strategic direction to your team • You as a leader: Communication styles • Leadership styles, matching the style to the situation • Finding your own way of leadership
	Change management	<ul style="list-style-type: none"> • Human reaction to change • What a manager can do to minimize disruption • Change as a project: the change management framework • Resistance: different types, how to handle • Communicating change: stakeholders, methods, planning
Teams & people	Team leadership	<ul style="list-style-type: none"> • Characteristics of high performing teams • Evolution of team dynamics over time • Leveraging diversity and creating balance in teams • Leading virtual teams • Team troubleshooting
	People management	<ul style="list-style-type: none"> • Role of the line manager in the motivation of people • Setting objectives and monitoring performance • Giving constructive feedback • Situational leadership and coaching • Managing conflicts
	Teambuilding events	<ul style="list-style-type: none"> • Activities to enhance understanding of strategy • Activities to increase awareness and appreciation of sub-teams • Facilitated solving of business problems as a team • Understanding personal differences in the team • Teambuilding exercises (eg. survival scenario games)
Interpersonal	Facilitation skills	<ul style="list-style-type: none"> • Characteristics of successful meetings • What is facilitation – role of facilitator • Facilitation techniques: eg. Six Hats, brainstorming methods • Techniques to select and prioritize ideas and issues • Handling difficult facilitation situations
	Trainer skills	<ul style="list-style-type: none"> • Training process: define/design/develop/deliver/evaluate • Adult learning and different intelligences/learning styles • Using interactive techniques, case studies and role plays • Dealing with difficult participants and situations • Practice of hands-on training delivery with feedback

Presentation skills	<ul style="list-style-type: none">• Preparing for a successful presentation• Opening and closing a presentation with impact• Physical presentation skills: voice, body language etc• Maintaining interest: using varied media, crafting good slides• Presentation practice with personalized feedback
Influencing skills	<ul style="list-style-type: none">• Influence vs. use of formal power• Influence mapping and building alliances• Building credibility and trust• Direct vs. indirect influencing tactics• Active listening and questioning skills

My trainings are

- Interactive: Never more than 10 minutes lecture – instead, team tasks, debates, role plays, case studies, good laughs, energy!
- Practical: Participants work on real-life business issues and their own challenges rather than theoretical case studies.
- Credible: I've "been there and done it" (in management positions in industry and consulting), I know what good (and bad) looks like, and I can put myself in your shoes.
- Flexible: I believe there's more than one way to learn, and I adapt to your situation.