



NEW MANAGER PROGRAM

Transitioning Into Management

2-Day Program

Performance management is essential for managing the organization's productivity and to fulfill strategic goals.

Management is the art of getting things done with and through others. In today's fast-changing environment, there's no time to ease your way into your new position. Managers are expected to hit the ground running. This seminar will help you lay the foundation for your management career

and provide you with all the tools you need to make a successful transition into your new role. In just two days, you will better understand yourself and everyone around you and be able to improve the ways in which you manage your direct reports, your peers, your boss and your work environment. The result: you will gain the practical know-how you need—and the confidence you want—to plan, organize, coach, motivate, delegate and communicate in order to be an effective manager.



Our Mission is to help organizations thrive and become better places to work.

Who Should Attend

Newly appointed or prospective managers with zero to one year of management experience.

Benefits of the Program

- Understand your new managerial responsibilities—and make a quick, effective transition to your new role
- Establish credibility with your direct reports
- Develop a flexible style that will help you manage today's diverse workplace
- Build alliances with peer managers for organizational effectiveness
- Master the basics of coaching, communication, motivation, delegation and performance management
- Become an effective member of the management team

Excellence in Management & Organization Development™



New Manager Program Transitioning Into Management *2-Day Program*

Curriculum

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| DAY ONE | <ul style="list-style-type: none"> • How to manage former peers and start off right with your direct reports • The Roles and Responsibilities of a Manager • Developing a Flexible Management Style • Creating an atmosphere for open communication and feedback • Create an ongoing process to interact, communicate, provide feedback, coach, delegate, motivate and set goals for direct reports |
| DAY TWO | <ul style="list-style-type: none"> • Understand the who, what, when and why of coaching • The six steps of delegating to your employees • How to set specific, measurable, attainable, relevant and trackable goals • The relationship between recognition and encouragement and productivity • How to motivate and create a positive work environment |

