

Management Skills for Emerging Leaders

Increasing Productivity through Others

There is often an expectation in organizations that promotion to manager or partner means one is ready to lead effectively. Unfortunately, the management skills necessary to excel in this role are not always part of the behavioral or educational background that led to the promotion. This workshop is designed for current, prospective, and new managers who want to cultivate and/or sharpen their skills, as well as experienced leaders who never had the opportunity to undergo formal training.

Format

The workshop is delivered as a series of half day workshops with afternoon private coaching sessions for participants to maximize learning. Each highly interactive session will involve self-assessments, case studies, individual and small group exercises, role plays, facilitator presentations, and group discussion. The individual afternoon coaching sessions provide an opportunity for confidential feedback around personal leadership challenges. A manual is included with the program.

Session One: Fundamental Management Competencies

- Understand how being a manager differs from being a good individual contributor
- Learn the value and importance of achieving results through others
- Review the classic, well-researched traits of great managers
- Learn the distinctions and practices of inspiration, empowerment, and support

Session Two: Communication and Conflict Management Skills

- Utilize assertiveness techniques for dealing with difficult employees
- Understand how to negotiate for results in the heat of the moment
- Discover your personal communication style through a unique self-assessment
- Use the power of active listening to build a collaborative culture

Session Three: Skills for Inspiring Team Performance

- Establish an employee management system based on time-bound agreements
- Delegate tasks, focusing on clear quality standards and objectives
- Manage deadlines, projects, and priorities more effectively
- Learn the right questions to ask at the right time in order to energize commitment

Session Four: Skills for Inspiring Individual Performance

- Discover how to recognize employees to keep motivation high
- Learn how to set and assign clear and achievable goals for your direct reports
- Set employee expectations and give effective positive and constructive feedback
- Use a structured coaching model to generate high-quality performance