



Manager Tools

Virtual Effective Manager Conference Datasheet

Agenda

PDU Credits: Manager Tools is an authorized training partner for the Project Management Institute. Simply claim your PDU Credits through the PMI CCR after training.

Who: Those who want to learn and practice management behaviors to increase their team's productivity. Our virtual conference sessions are limited to approximately 30 attendees due to the highly interactive and practice-based nature of the sessions.

Why: Effective managers deliver results and retention to their organization. They do it by knowing their people, talking about performance, asking for more, and pushing work down. We have developed teachable, behavioral models for each of these: One on Ones, Feedback, Coaching, and Delegation. During the virtual EMC, you will learn, and practice these models. Additionally, you will have a network of managers to support you.

How: Delivered virtually using Zoom. Four sessions, ranging from 90-150 minutes each, over a period of weeks.

Benefits: You'll learn what to do each day to be more effective and practice how to do it. You will leave with a yearlong plan, and a tool ([RoadMap](#)) help you implement your new knowledge.

Cost: \$1100

First Session - One On Ones (150 minutes) - How to build a trusting relationship with your directs with details on what, who, when, how long, about what, and where to do a Manager Tools One-On-One. We'll then begin our conversation on how to Roll Out the Trinity, the suite of tools we're learning, by discussing the timeline of the roll out itself.

Second Session – Feedback & Practice (150 minutes) - We'll walk through the actions you'll take to roll out One on Ones, Feedback, Coaching and Delegation to your team. How to choose meeting times, notify and brief your team, and what to be aware of as you start. We will also cover your use of RoadMap to do so. And then we'll discuss how to talk about performance with your directs to encourage effective future behaviors. The 4-step model will be explained in detail followed by practice delivering Feedback.

Third Session - Coaching Model & Practice (120 minutes) – How to improve skills performance in 4 steps: Set A Goal, Brainstorm Resources, Create A Short-Term Plan, Implement. Each step described and then illustrated in detail. Practice the Manager Tools Coaching Model multiple times.

Fourth Session - Delegation Model & Practice (90 minutes) – Why, How and What To Delegate, and the words to say when you do so, explained, and then practiced.

“Content is clear and easy to understand, it helps better your role as a manager and presents you with simple but powerful tools”
– Julia S, Conference Attendee