



Manager Tools

Virtual Effective Manager Conference Datasheet

Agenda

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 day.

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 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, roughly 2 hours 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 specific plan for the first year implementing your new knowledge.

Session #1 - One On Ones - How to build a trusting relationship with your directs with details on what, who, when, how long, about what, and where for a Manager Tools One-On-One. How to start doing One on Ones.

Session #2 – Feedback - How to talk about performance with your directs to encourage effective future behaviors. The 4-step model explained in detail. Practice delivering Feedback.

Session #3 - Coaching Model & Practice – 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.

Session #4 - Delegation Model with Practice & Rolling Out The Trinity – Why, How and What To Delegate, and the words to say when you do so, explained, and then practiced. More guidance on One on Ones, as well as how to begin Feedback, Coaching and Delegation. How to choose times, notify your team, brief your team, on every part, and what to be aware of as you start.

“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