

SwiftLeadership™

The Journey to Leadership Excellence - New Manager Development

COURSE DESCRIPTION

This workshop is designed for a newly promoted manager or managers and/or leads with little management experience. Often times, employees are promoted to management because they have the technical skills to be successful in their position. Subsequently, they are not given the tools to be effective in their new role. Our workshop covers interactive behaviors as a peer and how those behaviors change in a management capacity. This interactive workshop will provide you with the tools to better manage, as well as teach you how to better communicate upwards and with direct reports.

INSTRUCTIONAL GOALS

At the end of this course, you will be able to:

- Identify some of the biggest issues facing new managers, and discuss solutions
- Understand some of the biggest communication problems and solutions that new managers need to understand
- Experience the value of feedback as a manager
- Learn from each other
- Learn to include fun into your leadership

BACKGROUND

To successfully complete this course, you should:

- Be in a management or lead role
- Be within the first three years of your managing career

COURSE HIGHLIGHTS

- Objectives of the workshop
- Group activity on the biggest problems facing new managers, consult each other on solutions
- Red Line vs. Black Line management model and how your role as a manager changes over time. How your role transitions from an individual contributor to manager
- Management versus Leadership
- Common mistakes made by newer managers
- Communication breakdown
- Group exercise on communication
- Learn the importance of expectation setting
- How to have effective one on one meetings
- Effective feedback
- Fun exercise on the importance of feedback

For more information on SwiftLeadership™ workshops, please call us at (888) 768-5920, ext. 703 or see our website:

<http://www.swifthr.com/swift-leadership/workshops>