

Effective Management

[logo]

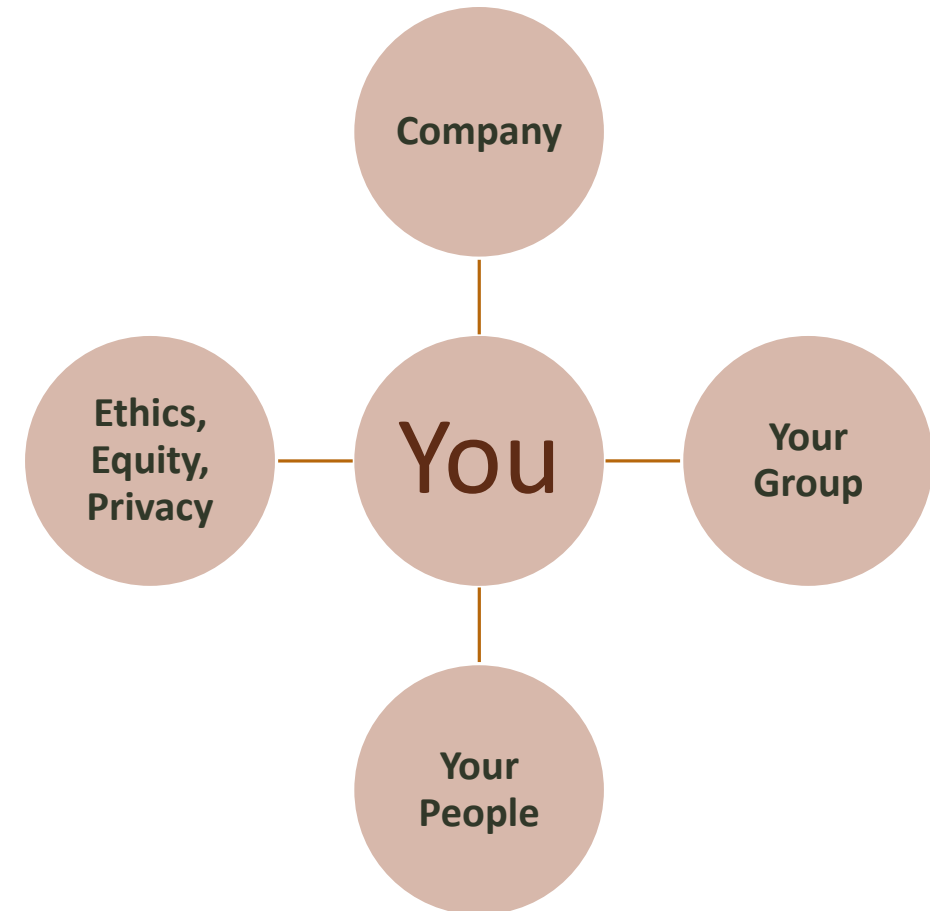
INTRODUCTION MODULE

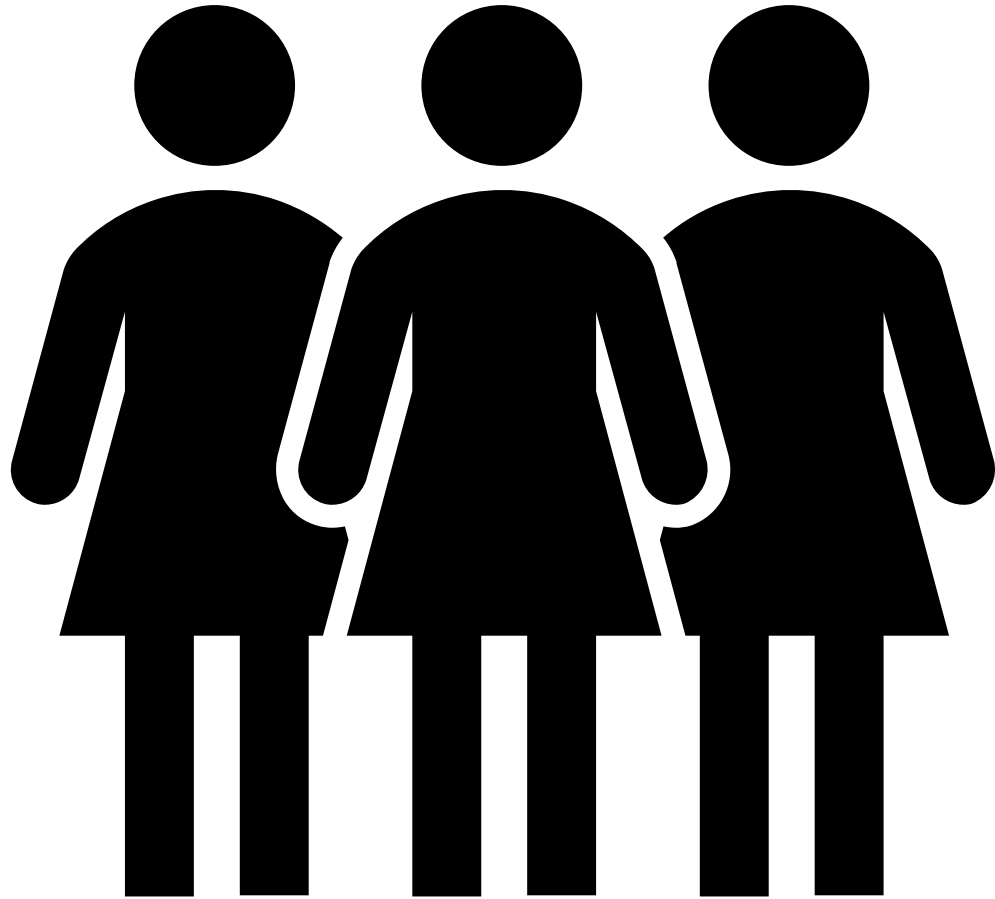
Why is this course worth your (precious) time?

Because a manager is pulled in *many* directions

Our promise:

- *Gonna keep it real and practical!*
- *Won't waste your time*





Intros

In Brief,

- Name/Location
- Position & Center/Office
- Raise your hand if you have been a manager:
 - Under a year
 - 1 – 3 years
 - 4 - 6 years
 - 7 – 10 years
 - 11+ years

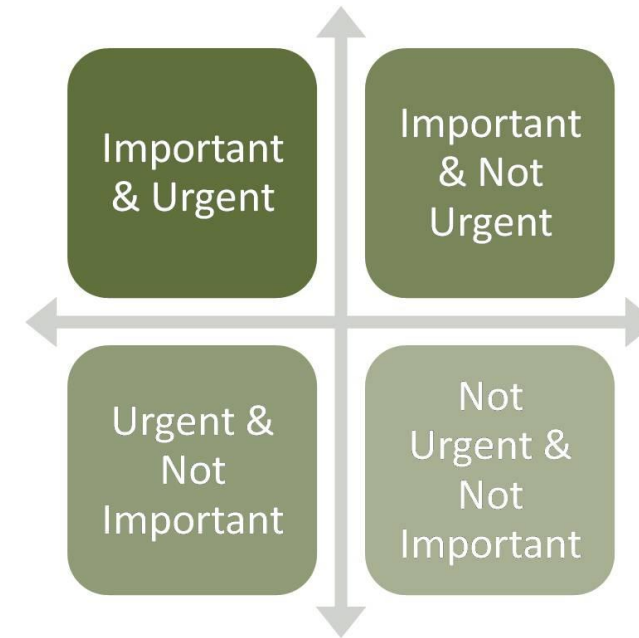
Welcome to Monday Morning!

5 mins individually

Based on the scenarios described in the Monday Morning handout:

What are some actions you need to take immediately?

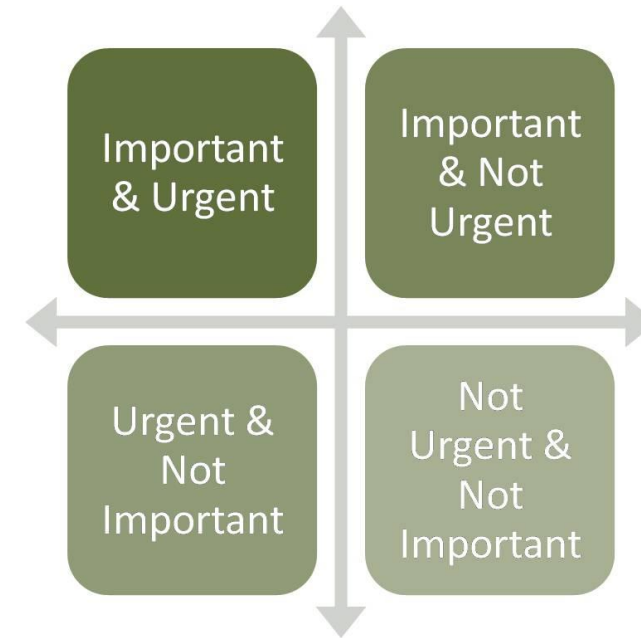
***consult the
Urgent/Important matrix
handout***



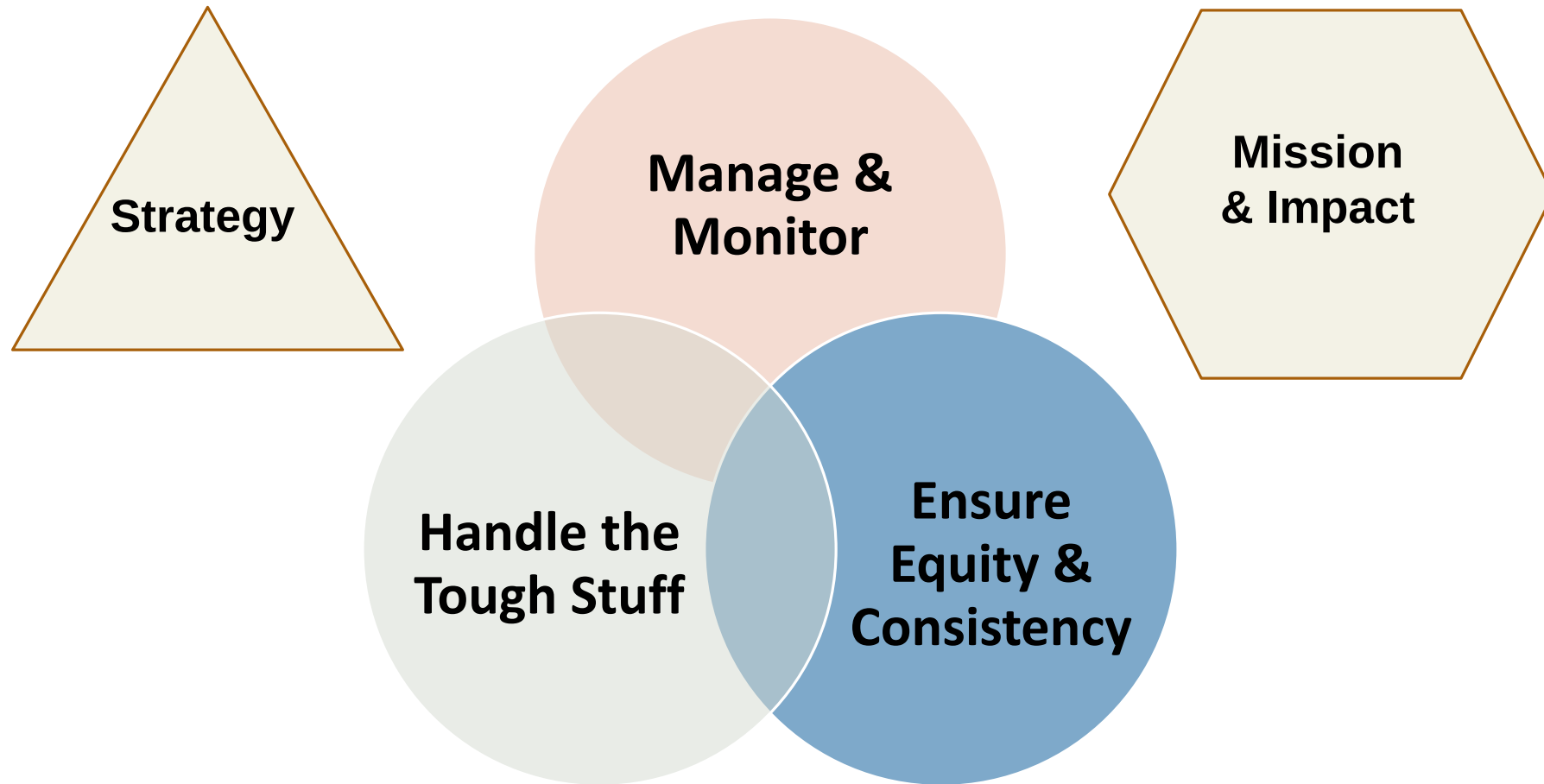
Time Management

A critical skill for managers

Time Management Handout



What does a manager do day to day?



Personal Learning Goal – write on a stickie



Objectives/Agenda

Build your skills in:

- Managing & Monitoring Performance
- Dealing with Performance or Misconduct issues
- Coaching & Developing Employees
- Hiring Process & Policy
- Comp Philosophy & Policy

Pull out your agenda

Leverage your peers!



“Housekeeping”

Our Partnership:

You are on time

We manage so you have full breaks & lunch,
finish at 5:00

Device-free workshop

Phones on silent

Confidentiality

Trust & vulnerability...



To reach our fullest potential...

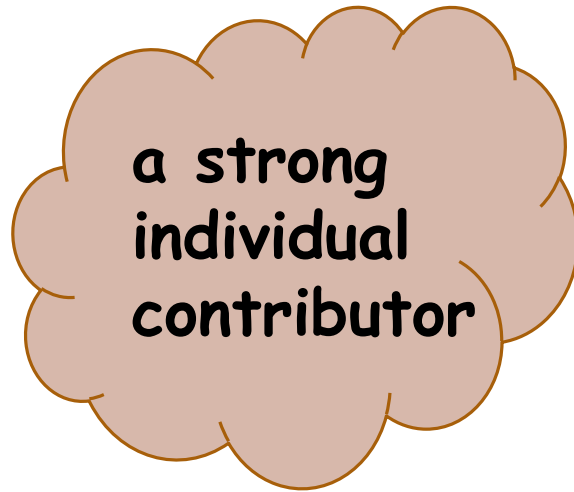


“Growth demands a temporary surrender of security.”

- G. Sheehy

Speed Draw! 3 minutes

On 8x10 paper, draw 2 pictures that represent:



- Can be metaphorical or literal
- No words!

Critical Mindset & Behavior *shift*

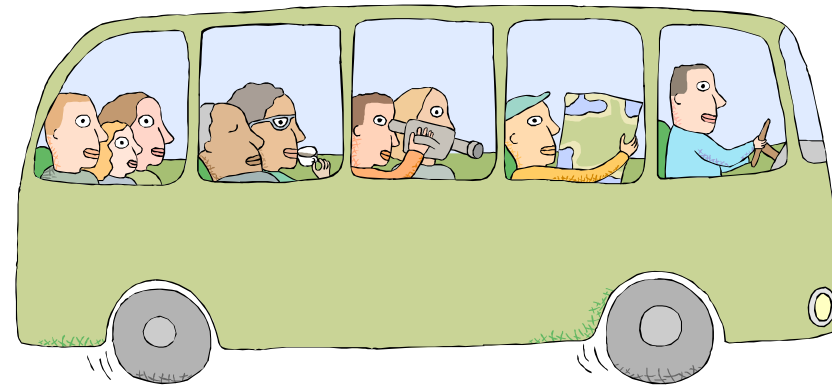
How must thinking or behavior change when

moving from an

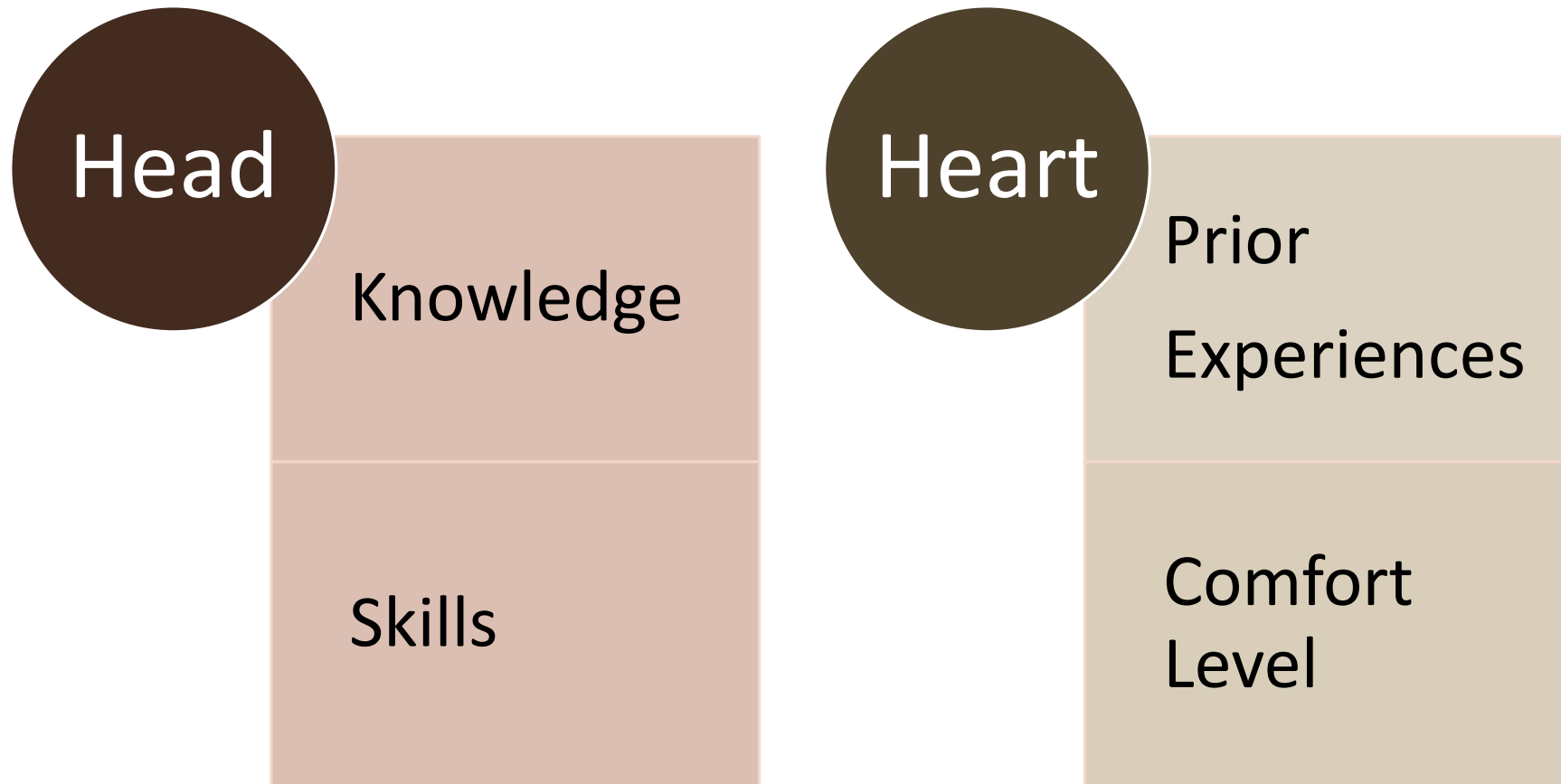
individual contributor role to...

a **manager**?

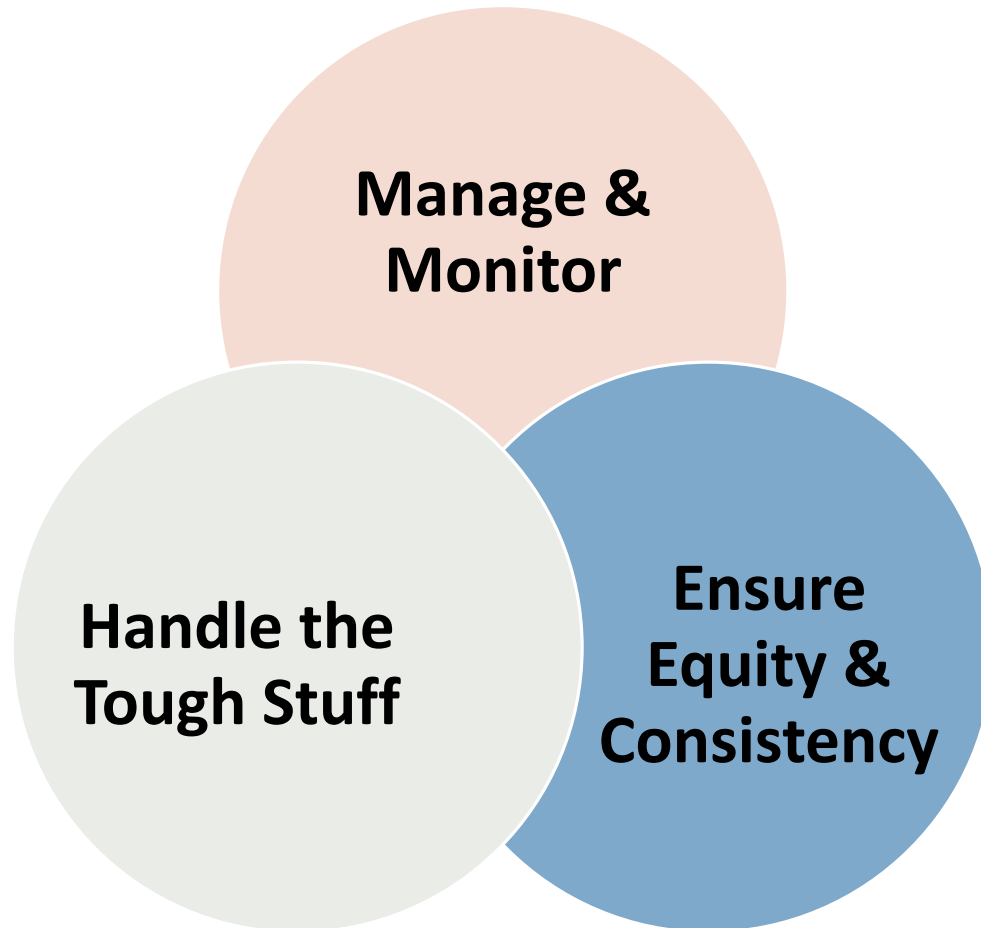
What happens when this shift doesn't occur?



Other reasons people struggle in the transition to a manager role...



Where do you stand: Head & Heart?



Self-awareness is critical

*it affects how you
“show up”
&
how you choose to
spend your time*

Conclusion: Key Take-aways

- Core role of a manager: 3 focus areas
- You must balance many demands
- Success requires a ***major shift*** in thinking & behaving
- Your “head” and “heart” affect how you show up

