

Empowerful Manager



The **Empowerful Manager 8-Month Program** combines virtual instructor-led workshops, group coaching, peer-to-peer coaching and online workshops to create a comprehensive leadership development experience for Managers.

Program Objectives:

- Building capabilities to manage, lead, and motivate others
- Developing trust and cooperation to foster teamwork & collaboration
- Improving employee retention & loyalty
- Increasing morale & employee engagement to enhance productivity
- Equipping managers move into positions of greater responsibility



8-Month Program Includes

- 2 Assessments
- 7 Virtual Instructor-led Workshops
- 7 Group Coaching Sessions
- Peer-to-Peer Networking
- 8 Online Self-paced Programs
- 1:1 Coaching at a Discounted Rate - Optional



Workshops & Coaching Topics

- Essentials of Leadership
- Essentials of Communicating
- DiSC Personality Styles
- Emotional Intelligence
- Providing Performance Feedback
- Developing Performance Goals
- Resolving Conflicts
- Improving Work Habits & Delegating
- Communicating Up
- Time Management
- Supporting Change



Workshop & Group Coaching Overview

Essential Skills of Communicating

This foundational course teaches managers how to craft clear and concise messages, deliver messages designed for the team member, use active listening skills, align verbal and nonverbal communication, & provide impactful feedback.

Essential Skills of Leadership

This foundational program helps managers build four skills for effective leadership: focusing on behaviors and facts (not attitudes or opinions), encouraging team member participation, maintaining team member self-esteem, and running effective meetings.

Developing Performance Goals & Standards

Developing Performance Goals and Standards equips team leaders with the tools they need to set effective performance goals for their team. This includes ensuring that performance goals are S.M.A.R.T., tied to broader company initiatives, and are well-understood by team members.

Delegating

This course helps managers master the skills necessary to effectively assign work to others. This includes determining what to delegate, to whom to delegate, and how to successfully discuss the assigned task. In this program, we will also discuss developing employees through effective delegation.

Providing Performance Feedback

This course gives managers the necessary tools to implement a systematic, fact-based approach to performance improvement through quality feedback.



Workshop & Group Coaching Overview

Resolving Conflict

This course equips team leaders with the tools necessary to recognize conflict amongst team members and a process to resolve it quickly and effectively. This includes understanding the phases and sources of conflict, learning about different conflict behaviors, and understanding the steps to successfully resolve a conflict.

Communicating Up

Communicating Up helps individuals more effectively communicate with their bosses by gaining an understanding of different styles, preferences, and situations. This knowledge will help participants craft communications & presentations accordingly.

Time Management

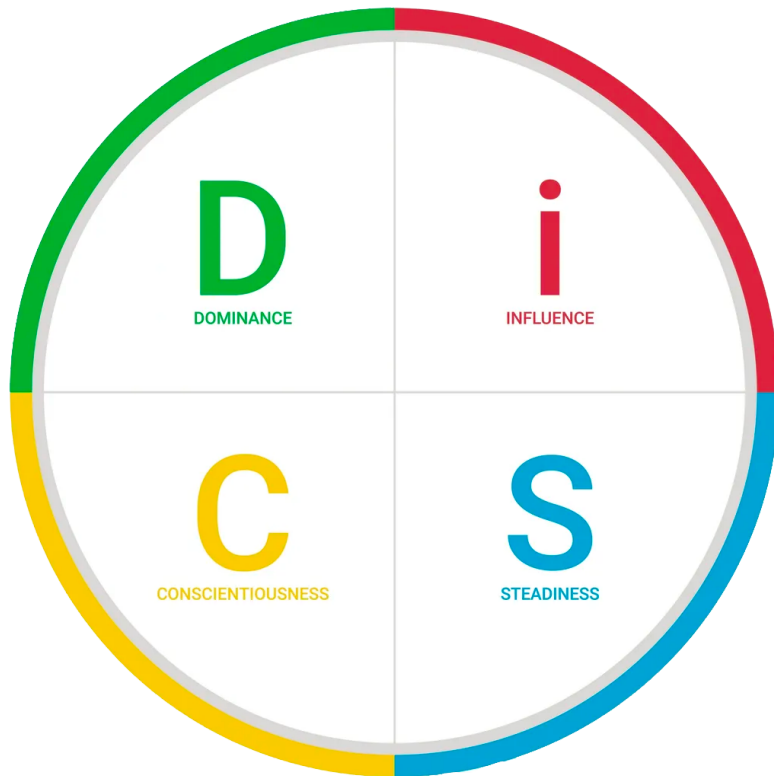
How you use your time ultimately determines your success. This program stresses the importance of planning and prioritizing, dealing with and controlling interruptions, setting boundaries, and managing stress.

Supporting Change

Change happens! This course helps managers recognize, understand and interpret change within their organization so that they can more successfully manage their team throughout the process. We will also tie personal and employees' emotional intelligence to this course.



Assessment & Workshop Overview



DiSC Personality Styles

Everything DiSC is a personal development learning experience that measures an individual's preferences and tendencies based on the DiSC® model.

With Everything DiSC, participants receive personalized insights that deepen their understanding of self and others, making workplace interactions more enjoyable and effective.

The result is a more engaged and collaborative workforce that can spark meaningful culture improvement in your organization.

Emotional Intelligence

Emotional intelligence (known as either EQ or EI) is the set of emotional skills that a person uses to navigate their daily lives.

Emotional intelligence is the set of emotional skills that a person uses to navigate their daily lives. Research has demonstrated that an individual's EQ or (EI) is often a more accurate predictor of success than the individual's IQ.

No matter how intellectually intelligent someone is, their personal and professional success depends on how well they communicate & interact with their colleagues, partners, customers, and employees.



Copyright © 2011 Multi-Health Systems Inc. All rights reserved.
Based on the original BarOn EQ-I authored by Reuven Bar-On, copyright 1997.



Additional Online/Self-Paced Programs

Managing Complaints

This course helps managers effectively handle employee complaints in a manner that supports the employee while maintaining team goals. The course covers how to identify underlying symptoms of complaints and use active listening skills in complaints conversations.

Improving Work Habits

Work habits are non-performance-based issues, such as showing up late, not wearing proper clothing, or not following the break policy. Improving Work Habits helps team leaders develop the tools to have effective discussions with team members about poor work habits.

Effective Discipline

This course provides managers with the tools necessary to dramatically reduce problem behaviors of employees. This course covers when these kinds of conversations should occur, how to keep them fact-based, and how to keep the responsibility for solving the issue on the team member.

Coaching Job Skills

This course teaches managers how to successfully coach members of their team. The course content covers how to train new skills as well as how to help your team improve their existing skills.



An **Empowerful Manager** unlocks the potential of those they lead through their communication and skills and leadership action.





June 2022 Cohort Dates

Workshop Dates: (Eastern time zone)

- Pre-Courses: Essentials of Leadership & Communicating
- June 1 @ 9am-noon: DiSC
- July 6 @ 9am-noon: Emotional Intelligence
- August 3 @ 9am-2pm: Developing Goals
- September 7 @ 9am-noon: Delegation
- October: self-paced -Feedback and Conflicts
- November 2 @ 9am-noon: Communicating Up
- December 7 @ 9am-noon: Time Management
- January 11, 2023 @ 9am-noon: Supporting Change & Program Wrap-up

Group Coaching Dates

- June 15 @ 9am-10:30am
- July 20 @ 9am-10:30am
- August 17 @ 9am-10:30am
- September 21 @ 9am-10:30am
- October 19 @ 9am-10:30am
- November 16 @ 9am-10:30am
- December 14 @ 9am-10:30am

October 2022 Cohort Dates

Workshop Dates

- Pre-Courses: Essentials of Leadership & Communicating
- October 12 @ 1-4pm: DiSC
- November 2 @ 1-4pm: Emotional Intelligence EQ
- December 7 @ 1-4pm: Developing Goals
- January 11, 2023 @ 1-4pm: Delegation
- February: self-paced - Feedback and Conflicts
- March 1 @ 1-4pm: Communicating Up
- April 5 @ 1-4pm: Time Management
- May 3 @ 1-4pm: Supporting Change & Program Wrap-up

Group Coaching Dates

- October 19 @ 1-2:30pm
- November 16 @ 1-2:30pm
- December 14 @ 1-2:30pm
- January 18, 2023 @ 1-2:30pm
- February 15 @ 1-2:30pm
- March 15 @ 1-2:30pm
- April 19 @ 1-2:30pm

Learn more and register at
EmpowerfulManager.com

