



The Management Skills Workshop

**ALLEN
LEIGH**

CONSULTING

The Building Blocks for Management.

The Management Skills Workshop

What is the Management Skills Workshop?

A professional development workshop series designed to accelerate the core management ability of your mid-level leaders. This hands-on management program is designed specifically for functional and technical managers required to have greater management presence, ability and skillset.

Delivered in a 2-day, 4 ½ day or 8 2- hour modules, program participants experience first hand what it takes to achieve greater results through others, adjust personal style for context and required impact, adopt core tools for project and management execution, expand thinking to strategic delivery and build flex in their ability to pivot with change.

This program is designed for:

- Recently promoted mid-level leaders who are strong in-line contributors now tasked with driving results through cross functional projects and team effort
- Professional contributors who wear multiple hats beyond their core responsibilities and require greater sophistication in their management ability
- Managers who haven't had formal management training who've succeeded without it, now at the point where greater acceleration requires an additional skillset
- Emerging leaders who have grown on the job and need to move forward in professionalism to match the growth and sophistication of their role

Modules & Learning Outcomes

The following is a general learning framework of the 2-day The Management Skills Workshop.

Module One: Management 101

My role in the whole. This module is focused on building the functional understanding of the role of the manager, the core skillsets required to manage well, and the common stories that emerge in an organization. This module validates the positive impact that managers can have on teams and how managers can prime team members to operate in a growth mindset. **Tools:** One Page Mini Assessment, Impact Multiplier, Managerial Framework.

Module Two: Self-Awareness

Adjusting style for context and impact. Based on the situational leadership framework, this module explores the need to remain agile and adjust according to team member skillset, will and ability. Managers are exposed new ways of thinking through their management posture and are introduced to the Kolbe model of individual and team productivity. **Tools:** Weekly Focus Tool, Prioritize Matrix

Module Three: Time & Effort

Learning to manage priorities. This module focuses on the basics of managerial time management. Using the Kolbe productivity framework, managers explore their natural approach to getting things done and experiment with shifts in style required to achieve greater results. **Tools:** Weekly Focus Tool, Prioritize Matrix, Project Prioritizer

Module Four: Team Tools

Building a high performance team. Through practical tools and frameworks for assessing and adjusting a team's functioning, managers learn how to best organize work in teams, motivate for results and adjust workflow based on gridlock. This module is focused on team synergy, delegation, goal setting, and talent management: **Tools:** Delegation Tools, Talent Trouble Matrix, One Page Business Plan

Module Five: Emotional Intelligence

Building Emotional Intelligence. EQ-I is known to be a core leadership attribute required for management success. Using the EQ-I 2.0 leadership assessment, participants learn the need for strong EQ-I and are coached on the required shifts to maximize current strengths and limit considerations.

The Management Skills Workshop

This program is designed to:

1. Build the capacity of mid-level manager to thrive at new levels of business sophistication
2. Equip participants with a practical management toolkit to accelerate growth and advancement
3. Prepare managers for increasing responsibilities and ramp up core capabilities required to succeed at new level
4. Accelerate personal and professional growth through industry leading assessments and practical toolkit
5. Facilitate personal shifts in style through learnings facilitated by experts in executive communication, presence and management
6. Build strong cross-functional management relationships across the organization
7. Have a dynamic experience that is both interactive and fun

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Module Six: Professional Presence & Communication

Matching presence with Role. It is no surprise that a greater sophistication in presence and communication skills is required at higher levels of leadership. This module focuses on the practical skillset of communication via various mediums, public speaking, and body language. This module is facilitated by in-house communication expert.

Module Seven: Coaching

Coaching for Results. Coaching has become a key part of management. Using the GROW coaching and Feed forward methods managers are given a ready now toolkit for reframing their talent conversations. Also included is when coaching is appropriate and when other performance methods are more preferred.

Module Eight: Goal Setting

Readying your team for 2018. Most employees report a missed clarity on what is expected of them and what they are measured against. Using the One Page planning and SMART goal format participants receive the toolkit to clarify their team's strategic contribution to the organization and the tools to do the same with their team.

Module Nine: Project Management and Business Tools

Learn the most impactful and relevant decision-making, project management and business analytical tools to help transform your professional practice: Decision trees, ownership charts, Gantt charts, quality improvement methods, etc. Participants become clear on the benefits of these different tools and acquire a quick resource library for immediate application. This workshop is designed for inline managers who are required contributors on projects, but not necessarily the lead. All contributors, regardless of status, require strong project management and business process tools.