

# New Manager Bootcamp

Equip new managers & supervisors with a practical toolkit designed specifically for first-time leader-managers.

Moving from an individual contributor to a first-time leader-manager can be a daunting task. Where you were once solely responsible for your own contributions, you now have ownership over a group's deliverables.

The New Manager Bootcamp is our **curated practical toolkit** to **help new leaders hit the ground running with fundamental basics** with a **1-day intensive workshop** and **3 monthly booster sessions** delivered over **90 days**.

## The Program is Designed For

### Recently Promoted Homegrown Leaders

Strong in-line contributors tasked with driving results through others.

### Professional Contributors (IT, Finance, HR)

Professionals balancing multiple roles.

### Office Managers or Administrators

Managers seeking development and confidence in their role.

### Front-Line Supervisors or Team Leaders

Leaders responsible for day-to-day management.

## The Program Covers

- > Your role as a manager/supervisor and **new metrics** for success.
- > Understanding your **innate management style** with DISC®.
- > Moving from buddy to boss and **how to set proper expectations & boundaries**.
- > **Setting up good team rhythms** and meeting habits.
- > **Dealing with challenging performers** and tools at your disposal.
- > **HR fundamentals for managers/supervisors** and what you need to know.
- > **Hiring well** and **how to have effective interviews**.
- > **Giving effective feedback** and having good one-on-ones.
- > **Coaching for success** and how to motivate others.
- > **Fostering a supportive team network/culture**.

## Program Outline

### Module 1: Three Things Every Manager Should Know / Good Boss – Bad Boss

The world of work has changed over the last 18 months and employees today are looking for something quite different than they were from managers a few years ago. Based on our current research from our exit interviews, we share the **three things that employees are looking for and are expecting from their leader**, as well as share **how to help your managers become better equipped to handle retention and get ahead of the curve**.

### Module 2: Leader-Manager Framework

The primary role of the mid-level manager is highly dependent on the environment in which they are managing. In this module, managers are exposed to **key elements of the leader-manager framework** and explore how the two styles exist on a continuum and **how to best leverage the skills of each**. Managers lead with a new awareness and clarity around their role in the organization, which often is different from what they first thought.

### Module 3: Leading at the Right Level – Managerial Time System

Leader-managers are caught between two competing realities - responding to the demands of today while planning and building for tomorrow. Using the proven **Managerial Time System** and the corresponding **CASM Impact Tool**, we help leader-managers **understand how to better leverage their time and energy, plan their week, and be more thoughtful about how and where they lead** to ensure that they are driving their work and not the other way around.

### Module 4: Knowing Yourself and Others with DiSC®

DiSC® is built around four unique behavioural styles and how the unique qualities of each impact the way we approach people, tasks, and our daily lives. Using the DiSC® as the foundational tool in this module, we **explore how to use this tool as a framework for better communication, feedback, and situationally adjusting your approach to fully leverage the strengths of others**.

### Module 5: Talent Trouble® Matrix

Not being able to have tough or frank conversations early is one of those things that set talent back. Using the Talent Trouble® framework, we **give leaders a gauge for when they should ramp up the tough feedback and when to let things go**. We also explore how to coach for higher performance using the 2:1 coaching framework.

## Program Outline

### Module 6: Coaching for Performance

Building off the Talent Trouble® Matrix, managers will then learn how to apply the GOAL Coaching Approach to coaching up talent. Managers often confuse cheerleading with coaching and struggle to achieve long-lasting growth due to a lack of clarity and a path forward. In this module, we also explore what to do when coaching or management isn't working and how to best manage performance.

### Module 7: Building Rapport with Your Team

Teamwork and the ability to form close relationships with others is a critical skill set for all managers. The challenge arises when leading turns to management and the boundaries between these two styles are not clearly defined. In this module, we look at moving from buddy to boss, setting healthy boundaries, having a growth vs. fixed mindset, dealing with difficult personalities, and setting up the right team rhythms (one-on-ones, etc.).

### Module 8: Practical Hiring Tips

In this module, we share our experience and insights from interviewing thousands of candidates and supporting hundreds of managers in making critical hiring decisions. Leaving this session, your managers will be equipped with a practical hiring toolkit to ensure that they are best positioned to hire right the first time.

### Module 9/10: HR Law & Tricky HR Situations (Bonus Session)

Offered as a bonus session on the 5th week, the final modules are focused on providing managers with a solid foundation of the key laws that they should know, including ESA, human rights, Charter of Rights, etc. We will also highlight key aspects of employment legislation and discuss how to navigate tricky HR situations.

## Program Costs

### Early Bird Rate

**\$1,000 + HST**  
(Ends May 30, 2025)

### Regular Rate

**\$1,300 + HST**

Program Starts on June 19, 2025 at Ancaster Old Mill (548 Old Dundas Rd, ON). Includes lunch and snacks.

Booster Sessions are held on July 22nd, August 19th, and September 26th.