

## Product & Tech Manager Essentials

### PROGRAM OVERVIEW

This program is designed for managers in product and engineering roles, focusing on developing strong managers and enhancing team impact. Employees will learn to drive performance, master time management, deliver effective feedback, and develop delegation skills.

### RECOMMENDED AUDIENCE

- Newly Promoted Product & Engineering People Managers
- 0-3 Years Recommended

### WORKSHOP INFO

#### Maximizing Team Performance

Tuesday, 9/17  
12:00pm EST  
90 min

Managers will explore how understanding and leveraging the diverse social styles within their teams can drive high performance. By recognizing the strengths, challenges, and communication preferences of each style, managers will learn to adapt their leadership approach to foster trust, collaboration, and productivity.

Through interactive exercises and real-world scenarios, Managers will gain practical strategies for adjusting their own social style to better connect with and motivate team members, leading to improved decision-making, innovation, and results.

#### Mastering Time Management: The Key to Success

Tuesday, 9/24  
12:00pm EST  
90 min

Time management skills is essential for success in any fast-paced work environment. This session will introduce the Eisenhower Matrix, a powerful framework for prioritizing tasks based on urgency and importance.

Through interactive exercises and group discussions, participants will learn to categorize responsibilities, focus on high-impact activities, and minimize distractions. By the end of the session, participants will have a practical toolkit for optimizing time management and driving results as a leader.

#### Effective Feedback

Tuesday, 10/1  
12:00pm EST  
90 min

Managers will master delivering effective feedback using the Situation-Behavior-Impact (SBI) model. Through interactive exercises and role-playing scenarios, participants will learn to structure feedback conversations by identifying specific situations, describing observable behaviors, and communicating the impact on the team and organization. They'll also explore strategies to minimize defensiveness, promote open dialogue, and collaborate with employees on action plans for improvement.

Managers will have a toolkit of practical techniques for delivering clear, specific, and actionable feedback that drives employee development and performance.

#### The Art of Delegation

Tuesday, 10/8  
12:00pm EST  
90 min

Effective delegation is crucial for managers, enabling them to focus on high-level tasks, develop their team's skills, and foster a culture of trust and autonomy. In this session, participants will explore a simple 5-step framework for successful delegation and learn to use the Skill-Will Matrix to select the right team members for each task.

Managers will have a practical toolkit for overcoming common delegation challenges, fostering trust and autonomy, and leveraging delegation to develop their teams and achieve organizational goals.

## WHAT IS YOUR FAVORITE PART OF THE EXPERIENCE?

"The engagement made learning enjoyable"

"To build an authentic personal brand that drives my career goals"

"My biggest takeaway was confidence - I feel like I have more confidence to not only advocate for myself, but to make new connections and step out of my comfort zone"

"The frameworks, the Forem app is user friendly and helpful to connect with peers."

"Being a manager is not easy. The tools that were provided to help us succeed as managers and the ability to chat with other participants about their experiences in their own workplaces were invaluable."

"My biggest takeaway was confidence"

"Networking and learning from others' experiences is invaluable"

## OUR UNIQUE METHODOLOGY

The Forem experience starts with instructor-led, live cohort training, but participants gain access to much more via our intuitive tech platform.



A networking hub and recommendation engine to support community building



One-on-one mentoring with vetted executives, operators, and executive coaches



Automated, ongoing neuroscience-backed nudges to instill learned frameworks in real life



Career tools (EX: an accomplishment tracker) to promote goal setting and stakeholder alignment



The result of my participation in The Forem was beyond my wildest dreams. I was unexpectedly nominated for a promotion by my lead and landed a slam dunk packet (carefully crafted with my mentor), and I GOT THE PROMOTION!"

- Brittany Glasnow, Google