

Manager Essentials 101 + Personal DiSC Assessment

PROGRAM OVERVIEW

Managers are key to your company's success, driving employee performance and retention. This course's four interactive workshops equip managers with skills for managing different styles, feedback, managing time, and delegation.

RECOMMENDED AUDIENCE

- New Managers
- 0-3 years of experience

WORKSHOP INFO

Session 01 Managing Different Styles

Wednesday, 4/23
8am & 12pm EST
120 min

In this module, we draw on the DiSC model to learn about the four different styles: dominance, influence, steadiness and conscientiousness. We examine how the approach to successfully managing each style is different and look at the priorities, motivations, fears, and limitations of each style.

Session 02 Feedback with Finesse

Wednesday, 4/30
8am & 12pm EST
90 min

Feedback is one of the most critical things people want but often the hardest things to give. In this interactive session, we distinguish between praise vs feedback as well as judgment vs observation.

We review a permission-based process for delivering feedback that yields the most impactful results, strengthens performance, and promotes partnership. We'll look at techniques that have been proven to be most effective and share many practical tips, tools, and examples to use. Lastly, we'll talk about receiving feedback as a skill, and how to promote a 360 feedback culture within your team and organization.

Session 03 Delegation

Wednesday, 5/7
8am & 12pm EST
90 min

Delegating is one of the biggest challenges managers and leaders face as it's often easier and faster to just do something ourselves, rather than invest the time to train someone else. In this module, we'll look at the most common barriers we face when delegating and how to overcome each one with practical tips and tools. We'll review a framework to help us determine not just what to delegate, but how to delegate. Participants will evaluate their to-do lists and apply their learnings in real time, so they'll leave ready to delegate with greater consistency and confidence.

Session 04 Productive Conflict & Difficult Conversations

Wednesday, 5/14
8am & 12pm EST
90 min

Conflict in the workplace is inevitable, but far too many of us vainly hope to avoid it vs. building our capacity to deal with it successfully.

We teach tools and strategies for approaching and resolving conflict and review how to prevent conflict from escalating. We'll also spend some time focused on difficult conversations. We'll learn the "D.E.F.I.C.I.T." model which helps participants organize their thoughts and approach to handling difficult situations. Participants have a chance to practice in a paired exercise.

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