

Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

Evolving into the Manager Role | 3 Days

Reinforcement Videos

- On Becoming a New Manager featuring Anne Riches
- Cautionary Tales for the New World Manager featuring Eddie Obeng
- Humility vs. Publicity Paradox featuring Pat Lencioni
- Performance Management: Be Clear on the Goals featuring Jason Jeffay
- Be a Part of the Solution featuring Pam Laycock
- Effective Internal Communications featuring Peter Bakstansky
- On-the-Level Communication featuring Pat McLagan
- Know Yourself, Treat People Well and Listen featuring Bill Ford
- Advice for New Managers featuring Mike Jossi
- Defining Moments Come During Difficult Times featuring Terri Kelly
- Advice to New Managers Moving Up in the Organization featuring Shelley Stewart Jr.
- The Challenges and Opportunities for Women in Management featuring Dina Dublon
- Securing a Common Vision and Strategy featuring Nick Kugenthiran
- Keys to Performance Management featuring Julie Gebauer
- Marcus Buckingham: Great Managers Help People Hone Their Strengths
- Great Managers Take the Time featuring Curt Coffman

Book Summaries

- *Managing* by Henry Mintzberg
- *The New Boss: How to Survive the First 100 Days* by Peter Fischer

Blueprints

- Power to the People – How to Effectively Empower Your Employees by Yvonne F. Rocco, Doug Bryant and Robert M. Berg

Leader-Led Activities

- Meeting Expectations Discussion Guide
- New Manager Challenges Discussion Guide
- Conflict and Difficult Behavior Facilitation Guide
- Healthy Communication Facilitation Guide
- Management Perspective Facilitation Guide
- Performance Planning Application Guide

Self-Assessment

- Management Perspective
- Healthy Communication

Business Impact

- Business Impact: Building Trust Incrementally

Challenge

- Challenge: Making the Move Into Management

Tools

- Expectations
- Performance Planning
- Team Guidelines
- Communication Methods
- Management Challenges
- Decision Making
- Conflict Strategies

Test

- Leadership Advantage Test Yourself: New Manager Transitions

Core Message

- Leadership Advantage: New Manager Transitions 2.0

Case Study

- Recognizing Expectations
- Setting Goals
- Communicating Effectively
- Managing Difficult Behavior

Key Concept

- Key Concept: Your Perspective on Management
- Key Concept: About Expectations
- Key Concept: Confidence, Competence, and Courage
- Key Concept: Get Organized and Goal-Directed
- Key Concept: Establishing Guidelines for Team Working
- Key Concept: Motivating and Empowering Your Team
- Key Concept: Healthy Communication
- Key Concept: Communicating for Clarity and Direction
- Key Concept: Representative Challenges
- Key Concept: Making Decisions
- Key Concept: Dealing with Conflict
- Key Concept: Dealing with Difficult Behavior

e-Books

- Skills for New Managers; Second Edition
- The Essential New Manager's Kit
- Managing People: Secrets to Leading for New Managers

Videos/Courses

- Leaders Don't Have All the Answers
- Keys to Effective Delegation
- Explain Why; Then Get Out of the Way
- Leadership Tips for New Managers

