

# The Managers Advanced Tool Kit

## From Competency to Mastery

### WORKSHOP OVERVIEW

Graduates of “The Managers Essential Tool Kit” become skilled at creating an environment of motivation, commitment, growth and accountability. As a result they are given more to do. They are tasked with creating results when time is short, resources are limited and expectations are sky high. They get given teams who are struggling and challenged to turn them around. They are asked to lead other managers and to lead up. They get given responsibility for implementing important change initiatives. They are tasked with bringing optimism and ideas when cynicism and doubt are taking hold. The tools in this program are a direct response to the challenges graduates face in the next step of their development as people and business leaders. As your career as a manager develops, you have to add to the tools that got you here!



### LEARNING OBJECTIVES

*This workshop will teach participants to*

- Set and communicate priorities and boundaries
- Build relationships and alignment with other leaders
- Use team values to drive accountability and trust
- Drive change in ways that create commitment and follow through
- Activate positivity practices that drive creativity and resilience
- Balance core work with the demands of projects
- Prevent burnout of top performers
- Reenergize and refocus underperforming staff

### COURSE OUTLINE

#### Session Objectives and Climate Setting

- Establish participant objectives/challenges
- Identify how to integrate tools into workplace
- Build participant relationships

#### Priority Setting

- Use mission, values and strategy to establish priorities
- Communicate priorities to stakeholders
- Say no (while saying yes) to misaligned under resourced objectives

#### Activate Team Values

- Establish mutually agreed criteria
- Identify reinforcing and constructive protocols
- Use values to drive team work and accountability

### **Change Strong**

- Bring agency to change efforts
- Create change resilience
- Activate change resources

### **Positive Psychology**

- Combat negativity and cynicism
- Enhance team resilience
- Boost team morale

### **Leadership at All Levels**

- Build strong relationships with fellow leaders
- Share leadership with direct reports
- Align efforts with other functions

### **Core Work Project Work Balance**

- Prevent burn out of key resources
- Provide advancement opportunities for key staff
- Establish and reinforce success criteria

### **PassionWorks!**

- Complete assessment tool
- Prevent personal burn out
- Channel destructive emotions into passion

### **Next Steps**

- Meet with your leader and gain commitment
- Further reading and resources
- Stop Start and Continue action plan

## **AUDIENCE & GROUP SIZE**

Designed for all employees who desire results and who want to make a difference in their workplace, ***Managers Advanced Tool Kit*** is a two-day workshop. We recommend a group size of 6 - 20 participants. This instructor-led, in-person/remote workshop will ensure participants receive hands-on training with real-life applications.

## **WORKSHOP MATERIALS**

Each participant is provided a workbook with reference materials. Each participant also creates additional materials, personalized to his or her own workplace situation. The combination of these two elements creates a manual that is used throughout the year.