

Mastering Management Essentials

Program for Experienced Managers: 6 Weeks

Participants elevate their leadership by learning essential management best practices and applying these skills to launch a strategically aligned improvement initiative. They will maximize their own productivity and impact as well as strengthen the performance of results of the teams they lead.

ALIGN TO ORGANIZATIONAL OBJECTIVES

Identify critical initiatives at your organization to set the right priorities for your team

DEVELOP YOUR TEAM

Coach team members and lead developmental delegations to elevate their performance

MANAGE FOR RESULTS

Flex between leading and executing while managing your team's emotional journey

ADAPT TO EMERGING REALITIES

Assess and align your team's work to address emerging realities and adapt your behavior based on other's goals and social styles



DORIE CLARK



ORI BRAFMAN



Mastering Management Essentials

Curriculum: Week by Week

MODULE

One: Align

Video Lessons: 20 Minutes

Assignments: 70 Minutes

Stakeholder Listening Tour (leverages existing interactions)

Two: Assess

Video Lessons: 20 Minutes

Assignments: 45 Minutes

Scheduled Run Live Event: 60 Minutes

Three: Envision & Prioritize

Video Lessons: 25 Minutes

Assignments: 75 Minutes

LECTURES [VIDEOS]

- Adopting a Strategic Lens
- Advancing Your Organization's Strategy & Objectives
- Working across the Organization
- Understanding and Transmitting the Culture of Your Organization
- Managing Up and Down

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- Making Time for Strategy
 - Learning from Your Wins and Losses

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- Setting Priorities
 - Treating Your Employees Like Individuals
 - The Importance of Agile Leadership
 - The Power of Leaderful Organizations
 - Sense-Making and The North Star
 - The Agility Loop

KEY LEARNING

Explore how today's leaders create value and make time for strategy, as you develop strategic vision and clarify your management priorities.

Learn how to assess your situation and take stock of emerging realities as you keep organizational imperatives top of mind.

Widen your lens to consider opportunities for your team to improve, including development opportunities for your team members. Then, focus on 'what matters most now' to define actionable priorities.



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Curriculum: Week by Week (cont.)

MODULE

Four: Plan

Video Lessons: 35 Minutes

Assignments: 30 Minutes

Scheduled Run Live Event: 60 Minutes

Five: Enable

Video Lessons: 10 Minutes

Assignments: 40 Minutes

Lead a Coaching Conversation –or–
Developmental Delegation: 45 Minutes

Six: Launch Action

Video Lessons: 20 Minutes

Assignments: 45 Minutes

Launch Your Improvement Initiative:
45 Minutes

LECTURES [VIDEOS]

- Creating an Action Plan
 - Analyzing Risk
 - Balancing Getting Things Done with Developing Your Team
 - Keeping Your Team on Track
 - Driving Results
 - What to Do When Your Team Slips Behind Schedule
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- Mastering Delegation
 - Effective Coaching
 - Having Difficult Conversations
 - What Does it Mean to Be a Manager Today?
 - Managing Across Differences
 - Running Meetings Now That You're the Boss
 - Managing without Being a Micromanager
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- What to Do When Leadership Changes Direction
- Connecting with Your Team
- Getting Buy-In from Your Team

KEY LEARNING

Assess risks and convert goals into practical action. Ensure your team has clear expectations and targets, and learn to lead without succumbing to being a micromanager.

Support your team by delivering the feedback they require to thrive. Leverage day-to-day work to provide development opportunities through developmental delegation and coaching.

Communicate your Line of Sight and gain buy-in from your team as you engage them in productive change. Prepare to share your direction and how it advances business goals with your manager.

