

FOSTERING NEW MANAGERS COURSE OUTLINE

Every organization needs to have competent managers. Taking the time to train and develop new managers within the organization is a noble investment in time. This workshop will teach you various methods that will help you develop the best managers for your organization and identifying the core roles and skills of a manager. Fine management is essential to gaining success in your organization.

MODULE ONE: GETTING STARTED HOUSEKEEPING ITEMS

- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

MODULE TWO: MANAGERS ARE MADE, NOT BORN

- Managers Must be Developed
- Management Skills can be Learned
- Managers Learn by Being Managed Well
- Create a Management Track
- Case Study
- Module Two: Review Questions

MODULE THREE: CREATE A MANAGEMENT TRACK

- Clearly Define Roles and Competencies
- Provide Tools
- Identify Candidates Early
- Clearly Define Management Track
- Case Study
- Module Three: Review Questions

MODULE FOUR: DEFINE AND BUILD COMPETENCIES

- Clearly Define Competencies Needed
- Identify Strengths
- Identify Development Areas
- Provide Development Opportunities
- Case Study
- Module Four: Review Questions

MODULE FIVE: MANAGERS LEARN BY BEING MANAGED WELL

- Pair New Managers with Mentors
- Reward Effective Managers
- Emulate Effective Managers
- Create/Document Best Practices
- Case Study
- Module Five: Review Questions

MODULE SIX: PROVIDE TOOLS

- Provide Manuals or Policy Documents
- Empower New Managers
- Provide Support
- Provide Training and Development
- Opportunities
- Case Study
- Module Six: Review Questions

MODULE SEVEN: PROVIDE SUPPORT

- Encourage Peer Networking
- Establish Resource People
- Encourage Mentor Relationships
- Establish Regular Check-ins
- Case Study
- Module Seven: Review Questions

MODULE EIGHT: IDENTIFY STRONG CANDIDATES EARLY

- Development Begins Early
- Identify Candidates Early
- Identify Candidates Through Evaluations
- Develop Those with Management Goals
- Case Study
- Module Eight: Review Questions

MODULE NINE: CLEARLY DEFINE THE MANAGEMENT TRACK

- Make the Path to Management Clear
- Serves as a Guidepost
- Ensures Quality Training/Support
- Succession Planning and Change Management
- Case Study
- Module Nine: Review Questions

MODULE TEN: EMPOWER NEW MANAGERS

- Decision Making
- Asking for Help
- Support, Don't Micromanage
- Continuous Growth and Development
- Case Study
- Module Ten: Review Questions

MODULE ELEVEN: PROVIDE GROWTH OPPORTUNITIES

- Provide Continuous Growth Opportunities
- Create a Development Plan
- Provide Regular Feedback
- Encourage Mentoring
- Case Study
- Module Eleven: Review Questions

MODULE TWELVE: WRAPPING UP

- Words From The Wise
- Review Of The Parking Lot
- Lessons Learned
- Recommended Reading
- Completion Of Action Plans And Evaluations