

# 12-MONTH MANAGER TRAINING

(Dates) Zoom or In Person

## JANUARY

### Communication | Part 1

Topic: The Art of Feedback  
(strategically placed for review cycle)  
Timeframe: 2.5 hours

#### In-person session

### Pre-Work

- ▶ Pre-Survey
- ▶ Read article

### Additional

- ▶ 1-on-1 Coaching Follow Up Session sign up available
- ▶ Resources provided: slides, workbook, and tools

## FEBRUARY

### Manager Intensive

Topics include:

- *Emotional Intelligence*
- *Managers vs. Leaders*
- *Compliance 101*
- *Employee Relations*
- *Knowing Your Team*

Timeframe: 5 hours

#### In-person session

### Pre-Work

- ▶ Read \_\_\_\_\_
- ▶ Take DiSC assessment

### Additional

- ▶ Resources provided: slides, workbook, and tools

## MARCH

### DiSC Sessions

Topics:

- *Your Style*
- *What Drives You*
- *Building Better Relationships*

Timeframe: three 90-minute sessions

#### In-person sessions

### Pre-Work

- ▶ DiSC homework

### Additional

- ▶ Resources provided: slides, workbook, and tools

## APRIL

### **Conflict | Part 1**

Topic: Difficult Conversations

Timeframe: 2.5 hours

#### **In-person session**

#### **Pre-Work**

- ▶ Pre-Survey
- ▶ Read article

#### **Additional**

- ▶ 1-on-1 Coaching Follow Up Session sign up available
- ▶ Resources provided: slides, workbook, and tools

## MAY

### **Communication | Part 2**

Topic: DEI - Inclusive Leadership

Timeframe: 2.5 hours

#### **In-person session**

#### **Pre-Work**

- ▶ Pre-Survey
- ▶ Read article

#### **Additional**

- ▶ Resources provided: slides, workbook, and tools

## JUNE

### **Conflict | Part 2**

Topic: Collaborative Problem Solving

Timeframe: 2.5 hours

#### **In-person session**

#### **Pre-Work**

- ▶ Pre-Survey
- ▶ Read article

#### **Additional**

- ▶ 1-on-1 Coaching Follow Up Session sign up available
- ▶ Resources provided: slides, workbook, and tools

## JULY

### **Conflict | Part 3**

Topic: Conflict Styles and  
Dealing with Difficult People

Timeframe: 2.5 hours

#### **In-person session**

#### **Pre-Work**

- ▶ Pre-Survey
- ▶ Read article

#### **Additional**

- ▶ 1-on-1 Coaching Follow Up Session sign up available
- ▶ Resources provided: slides, workbook, and tools

## AUGUST

### **Communication | Part 3**

Topic: Change Agility

Timeframe: 2.5 hours

#### **In-person session**

#### **Pre-Work**

- ▶ Read article

#### **Additional**

- ▶ Resources provided: slides, workbook, and tools

## SEPTEMBER

### DiSC Sessions

Topics:

- *Your Style*
- *What Drives You*
- *Building Better Relationships*

Timeframe: three 90-minute sessions

### In-person sessions

### Pre-Work

- ▶ DiSC Homework

### Additional

- ▶ Resources provided: slides, workbook, and tools

## OCTOBER

### Communication | Part 4

Topic: Appreciation and Situational Leadership

Timeframe: 2.5 hours

### In-person session

### Pre-Work

- ▶ Read article

### Additional

- ▶ Resources provided: slides, workbook, and tools

## NOVEMBER

### Conflict | Part 4

Topic: Proactive Conflict Management

Timeframe: 2.5 hours

### In-person session

### Pre-Work

- ▶ Pre-Survey
- ▶ Read article

### Additional

- ▶ 1-on-1 Coaching Follow Up Session sign up available
- ▶ Resources provided: slides, workbook, and tools

## DECEMBER

### Program Assessment

30-45 min 1-on-1 follow up for program impact, assessment and future development

### Final Report

- ▶ Delivered by Jan. 15

### Additional

- ▶ Org Development questions can be added, as requested by the organization