

## New Manager Boot Camp

### *Sample Program Schedule*

	Day 1	Day 2	Day 3
8:30-9:00	Breakfast	Breakfast	Breakfast
9:00-11:00	Introduction – Understanding Your Challenges as a New Manager  Your Leadership Styles	Managing Your Team	Leading Through Rapport
11:00-11:15	Break	Break	Break
11:15 -12:30	Your Leadership Styles Pt. 2	Managing Your Team Pt. 2	Leading Through Rapport Pt.2
12:30 -1:30	Lunch with Peer Coaches	Lunch – Table Topics	Lunch
1:30-3:00	Dynamic Teamwork	Influencing Critical Stakeholders	Management Experiences From the Front-Line Panel Discussion
3:00-3:15	Break	Break	Break
3:15-5:00	Dynamic Teamwork Pt. 2	Influencing Critical Stakeholders Pt. 2	Follow Up Actions, Tools, and Templates
5:00-6:00	Evaluation & Wrap Up Networking Reception	Evaluation & Wrap Up	Evaluation & Wrap Up

## New Manager Boot Camp– Program Topics

The New Manager Boot Camp program curriculum covers the following topics:

### Topic 1 | Understanding Your Challenge as a New Manager

- Emerging trends in management
- The shared challenges new managers face in a world of constant change

### Topic 2 | Influencing Critical Stakeholders

- Techniques for influencing stakeholders
- Tools to identify and segment your stakeholders
- Action plans to apply your learning back at work

### Topic 3 | Knowing Your Leadership Style

- An introduction to different leadership styles and when each is most appropriate
- Identify your leadership style and ways to leverage your strengths
- Enhance your flexibility to utilize a variety of styles

### Topic 4 | Managing Your Team and Influencing Direct Reports

- What effective and ineffective teams look like
- Barriers to effective teamwork & the role of constructive and destructive conflict
- Effective interventions to improve your team's performance

### Topic 5 | Creating Dynamic Teams

- Lead and engage distributed teams
- Diagnose team hot-spots and developing effective solutions
- Align your team around critical priorities and a shared reality

### Topic 6 | Leading Through Rapport

- Simple tools to build rapport with others
- Techniques for common ground and active listening
- Create and leverage leadership presence