# New Manager Boot Camp

*Sample Program Schedule*

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:00</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
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<tr>
<td>9:00-11:00</td>
<td>Introduction – Understanding Your Challenges as a New Manager&lt;br&gt;Your Leadership Styles</td>
<td>Managing Your Team</td>
<td>Leading Through Rapport</td>
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<tr>
<td>11:00-11:15</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>11:15-12:30</td>
<td>Your Leadership Styles Pt. 2</td>
<td>Managing Your Team Pt. 2</td>
<td>Leading Through Rapport Pt.2</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td>Lunch with Peer Coaches</td>
<td>Lunch – Table Topics</td>
<td>Lunch</td>
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<tr>
<td>1:30-3:00</td>
<td>Dynamic Teamwork</td>
<td>Influencing Critical Stakeholders</td>
<td>Management Experiences From the Front-Line Panel Discussion</td>
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<tr>
<td>3:00-3:15</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>3:15-5:00</td>
<td>Dynamic Teamwork Pt. 2</td>
<td>Influencing Critical Stakeholders Pt. 2</td>
<td>Follow Up Actions, Tools, and Templates</td>
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<tr>
<td>5:00-6:00</td>
<td>Evaluation &amp; Wrap Up</td>
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</table>

*Please note that the sample schedule is subject to change*
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

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