



## MANAGING SELF AND UP

### Learning Objectives

This hands-on one day workshop is designed to provide leaders with the capability to better manage their priorities and their manager.

By the end of this workshop participants will be able to:

- Assess their current mindset and approach to time management
- Apply prioritization filters in order to manage time more effectively
- Recognize the difference between activity and productivity driven behaviors
- Identify opportunities to more effectively manage their time by keeping the “monkey” with its owner
- Select time management best practices to apply
- Define the importance of managing up effectively
- Assess their knowledge about their manager
- Identify their manager’s persuasion and communication style
- Apply the PCAN model when speaking to their manager
- Articulate strategies for managing up
- Describe their role in organizational communication
- Evaluate the impact of one-way vs. two-way communication

## PROGRAM FLOW

### KEY CONTENT AREAS

#### Welcome

- Introduction, Learning Objectives

#### Time Management Mindset

- Assessment
- Rotter’s Continuum
- Control, Influence and Concern

#### Priority Setting

- Billy’s Homework
- Urgency and Importance
- Application

#### Managing Monkeys

- Definition
- Scenarios

#### Jungle Fire Experiential Activity

- Information
- Goal Setting
- Planning
- Activity vs. Productivity

#### Managing Up

- We Teach People How to Treat Us
- Definition and Value
- B.O.S.S.

#### Build Rapport

- Persuasion and Communication
- Who’s the Boss Assessment

#### Offer Solutions

- PCAN

#### Share Effectively

- Information, Input or Decision

#### Stay Aligned

- Dealing with Feedback

#### Organizational Communication

- Your Role – The Mud Level
- Whisper Down the Lane
- Buttermilk Activity
- Three Challenges

#### Workshop Close