



OVERVIEW

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

Managing Up

- We teach people how to treat us
- Definition and Value
- B.O.S.S

Built Rapport

- Persuasion and communication
- “Who’s the Boss” assessment

Offer Solutions

- PCAN

Share Effectively

- Information, input and decision

Stay Aligned

- Dealing with feedback

Organizational Communication

- Your role – the mud level
- Whisper down the lane
- Buttermilk activity
- Three challenges

Workshop Close