OVERVIEW

This engaging one-day program equips the leader with the capability to manage their time more effectively and thereby leverage their people resources more productively.

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

- Recognize the critical importance of clear goals and accountability

- Apply prioritization filters in order to manage time more effectively

- Recognize the difference between activity vs. productivity driven behaviors

- Identify strategies for not taking on tasks that belong to direct reports

- Discern qualities to assign tasks, respond to reactions and build agreements

- Understand why direct reports will not accept a task

- Evaluate their employees and how this influences the level of direction and support they give

- Contrast the different delegation approaches and their impact

PROGRAM FLOW: KEY CONTENT AREAS

Welcome
- Introduction, Learning Objectives

Mindset
- Big Picture
- Rotter's Continuum
- Focus on the Right Things

Priority Setting
- Billy's Homework
- VATI Filters
- Commitments and Stress

Jungle Fire Experiential Activity
- Information
- Goal Setting
- Resources

Monkey Management
- Subordinates, Peers, Manager Scenarios

Managing Up
- B.O.S.S. Framework
- Rapport
- PCAN Model
- Best Practices

Workshop Close