

Successfully Managing People in the 21st Century - 1 Day

CEUs - 0.70

Course Description: *Successfully Managing People* is a one-day course designed to give skills to those in supervision or management. The program is filled with behavioral skills that will help motivate, equip, and discipline the worker. Interactive pieces are placed within this course to allow the learner to interject real life situations. Those in attendance will leave with tricks of the trade that can only be learned after years of experience.

Course Objectives:

Objective 1: Define what workers produce daily, hourly, or by shift

- Discuss priority checklist
- Assess modern day managing myths

Objective 2: Evaluate how to coach employees toward success

- Discuss values of successful coaching
- Examine the three step process to coaching
- Analyze common coaching mistakes
- Prepare workers with new skills
- Identify vision through leadership
- Examine why visions fail
- Evaluate where you are going

Objective 3: Contrast different change strategies

- Classify why people block change
- Choose ways to reduce employee resistance
- Identify secrets to implementing change
- Examine strategies for creating trust

Objective 4: Define ways to equip and empower

- Describe requirements for being an overcomer
- Analyze two types of motivation
- Examine ways to align motivational techniques to workers
- Evaluate how to hire great employees
- Analyze the disciplining of employees and ways for changing behavior
- Identify how to track employees

Successfully Managing People in the 21st Century - 2 Days

CEUs - 1.3

Course Description: *Successfully Managing People* is a two-day course designed to give skills to those in supervision or management. The program is filled with behavioral skills that will help motivate, equip, and discipline the worker. Interactive pieces are placed within this course to allow the learner to interject real life situations. Those in attendance will leave with tricks of the trade that can only be learned from years of experience.

Course Objectives:

Objective 1: Define what workers produce daily, hourly, or by shift

- Analyze job responsibilities
- Discuss priority checklist
- Assess modern day managing myths
- Choose qualities managers must possess
- Develop core values

Objective 2: Evaluate how to coach employees toward success

- Discuss values of successful coaching
- Examine the three step process to coaching
- Recall attributes of successful coaches
- Analyze common coaching mistakes
- Prepare workers with new skills
- Develop a Mission Statement and Vision
- Identify vision through leadership
- Examine why visions fail
- Evaluate where you are going
- Explain tough-minded leadership

Objective 3: Contrast different change strategies

- Classify why people block change
- Choose ways to reduce employee resistance
- Evaluate changes which support goals
- Identify secrets to implementing change
- Examine strategies for creating trust

Objective 4: Define ways to equip and empower

- Evaluate an empowerment success list
- Describe requirements for being an overcomer
- Analyze two types of motivation
- Examine ways to align motivational techniques to workers
- Evaluate how to hire great employees
- Analyze the disciplining of employees and ways for changing behavior
- Identify how to track employees