NEW MANAGER MICRO ELEARNING PROGRAM

The New Manager Micro eLearning Program will help participants manage and lead with impact in their new roles by encouraging behaviors, mindsets, and actions that will improve trust and credibility and enhance their effectiveness. Participants will learn the key components of a Manager's Mindset, how to Build Trust and Credibility, what skills are critical in a Manager's Toolbox, and why shifting from a Manager to a Leader will have the greatest impact.

1. THE MANAGER'S MINDSET

Authority vs. Influence
- Welcome/Congratulations
- Is Authority Enough?

Manager's Mindset
- The Mindset Shift
- Think "We"
- From We to Us

2. BUILDING CREDIBILITY

Building Trust & Credibility
- Accelerate Your Learning (Listening & Learning)
- The Action Imperative

Managing Your Boss
- Managing Expectations
- The Do's and Don't of Managing Up

Trusted Communicator
- Communication
- From Monologue to Dialogue to Collaboration

Seeking Early Wins
- Your Boss is There to Help
- Beware of the Whirlwind

3. MANAGER'S TOOLBOX

Performance Management
- Performance Management Introduction
- Compelling Purpose

Goal Setting
- Goal Setting
- Leading Productive Meetings

Alignment
- Micro Alignment
- Collaboration
- Your Brain on Stories

Delegation
- Daunting Delegation
- Delegation Fears
- Peer to Boss—Now What?

Accountability
- Radical Accountability
- Accountability

Feedback
- Constructive Confrontation
- Appreciative Inquiry
- A Card Goes a Long Way
- Feedback

4. MANAGING TO LEADING

Manager to Leader
- Is Leadership a Destination?
- A Great Leader

Team Building
- Celebrating Success

Diversity & Inclusion
- Inclusive Leadership
- Inclusive Leadership Part II

Creating a Learning Culture
- WD-40 Pledge

Talent Development
- Watering Brains
- Embracing a Growth Mindset
- Appreciative Inquiry Follow Up

Coaching
- Coaching Introduction
- Listen Like a Coach
- Think Like a Coach
- Speak Like a Coach

5. COMMITMENTS
- Your First Several Months
- My Next Chapter

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