

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