

*Webinar on*

# **Essential Management Skills - What You Need To Get The Important Work Done**

*Date : July 29, 2021*

# Areas Covered

## *Setting Yourself up for Success*

- Understanding your new role as a supervisor*
- Making a change or letting go: Working with the three phases of change*
- Recognizing common challenges and pitfalls to avoid*
- Meeting the expectations of key stakeholders, including your boss, direct reports, senior management, and former peers*



## *Motivating Others*

- Understanding what motivation is*
- Understanding what motivates each and every one of your direct reports*
- Creating Performance Plans and Professional Development Plans which address individual motivation*



## • *Managing Employee Performance*

- Setting SMART goals for yourself and others*
- Using a five-step model to train your employees*
- Giving and receiving supportive and corrective feedback*

## *Managing Up*

- Understanding and adapting to your manager's style*
- Anticipating your manager's needs and fulfilling them*
- Developing the best possible relationship with your manager*



## • *Communication Skills*

- Demonstrating active listening to show understanding and check the content*
- Asking questions that uncover valuable information and strengthen the relationship*

### *Great Performance Through Coaching*

- Demonstrating giving and receiving feedback constructively*
- Assessing your own strengths and development needs as a coach*
- Asking questions that increase employees' self-awareness and accountability*



- ***Delegating Effectively***

- Creating a plan for delegation and using this process to assign key tasks*
- Overcoming your fears of turning over responsibility and authority*

### *Handling Conflict with Ease*

- Knowing your conflict-handling styles*  
*Developing the right conflict approach for each individual and situation*

### ***Managing Your Time***

- Applying the time priority model to workplace tasks*
- Managing and protecting your time to get more of the right things done*
  - *to get more of the right things done*



In this webinar, you will gain skills and tools for solving problems and making decisions, especially when dealing with those who challenge you the most.

**PRESENTED BY:**

*Chris DeVany is the founder and president of Pinnacle Performance Improvement Worldwide, a firm that focuses on management and organization development. Pinnacle's clients include global organizations such as Visa International, Cadence Design Systems, Coca-Cola, Sprint, Microsoft, Aviva Insurance, Schlumberger, and over 500 other organizations in 22 countries.*

Date : July 29, 2021

Time : 01 : 00 PM EST

Duration : 180 Minutes

Price: \$300

# Webinar Description

- Making the Transition from Staff Member to Supervisor
- Management Skills for New Supervisors
- Confronting the Tough Stuff: Managing “Difficult” People

New supervisors will be ready to hit the ground running with the skills learned in this Webinar. Be ready to take on any challenge, be your best, and put what you’ve learned into practice immediately.

You will learn the skills you need to plan, prioritize, and execute effectively each and every day. Putting into practice both the “hard stuff” and “soft stuff” will help you meet new challenges with increased confidence, respect, and power.

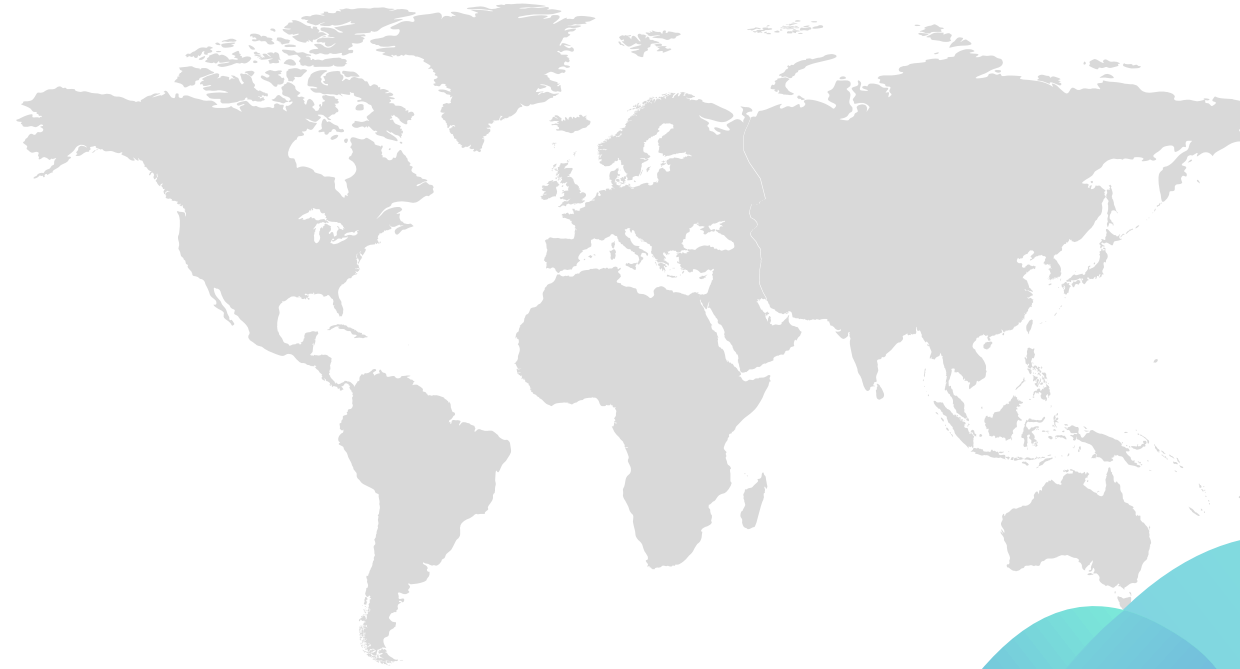
One of the toughest parts of a manager’s job is dealing with and turning around problem employees. The solutions aren’t “textbook”, yet in this Webinar, you will gain skills and tools for solving problems and making decisions, especially when dealing with those who challenge you the most.





# Who Should Attend ?

- *CEO*
- *Senior Vice President*
- *Vice President*
- *Executive Director*
- *Managing Director*
- *Regional Vice President*
- *Area Supervisor*
- *Manager*



# Why Should You Attend ?

*By participating, you will be able to more effectively:*

- *Understand how to approach an intact team as their new supervisor*
- *Develop your own management game plan*
- *Motivate your direct reports*
- *Coach for improved performance*
- *Think and act strategically*
- *Plan and prioritize your time*
- *Handle difficult conversations*
- *Listen actively and effectively*
- *Create a motivational environment using feedback and reinforcement to guide and motivate behavior*
- *Effectively deal with “difficult” people*



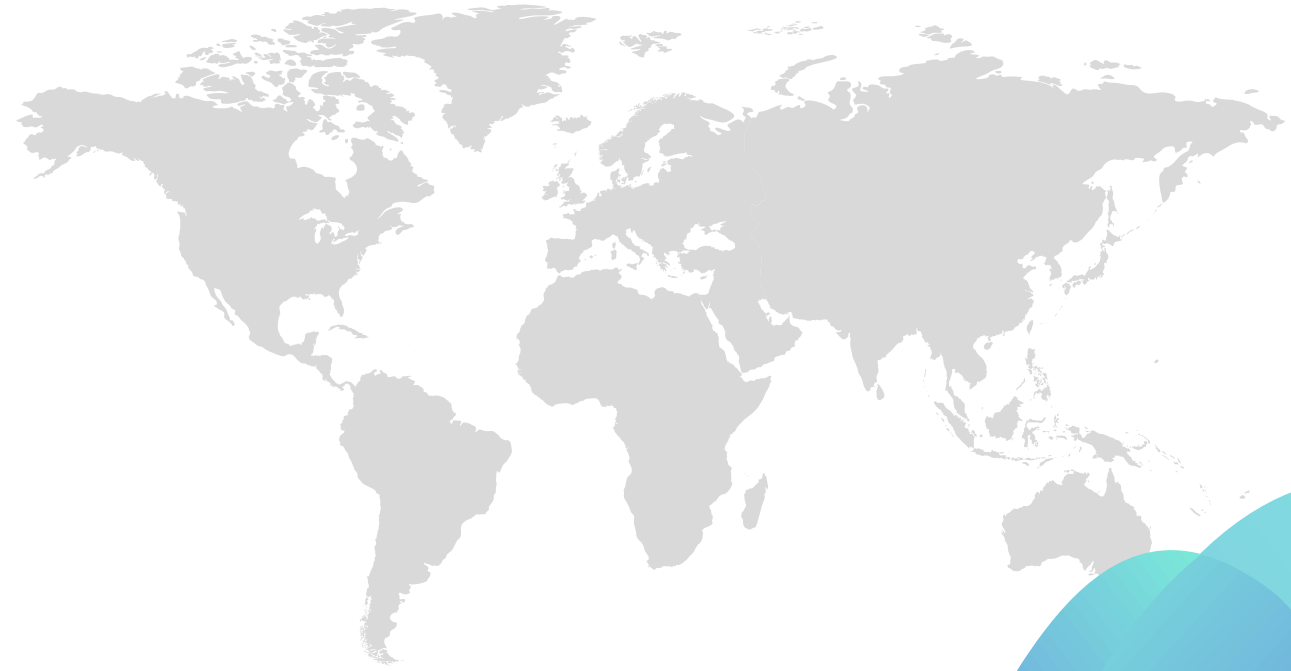
Would you like to gain and build confidence in your ability to manage effectively?

What about your ability to motivate others who previously were your peers?

How about learning a management game plan?

Would you like your team to improve performance?

If you answered “yes” to any of these questions, then come laugh, listen and learn as Chris DeVany leads us all through those important topics, key questions, and answers we all need to be able to address effectively to improve our team members and team’s performance!



To register please visit:

**[www.grceducators.com](http://www.grceducators.com)**  
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**740 870 0321**