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COURSE OBJECTIVES

- The characteristics, attributes and qualities managers and leaders need today
- How to avoid being the dreaded "micro-manager"
- What managers can do to shape job expectations and develop their employees' strengths
- How to support their top talent and spot problems before they escalate
- Coaching tips that help build an engaging and meaningful workplace





#1: Create Personal Ground Rules

- Tactical Ways of Working With You
- Don't Assume Your Team Knows
- Give The Gift of Clarity





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#2 Become More Self-Aware

- A DiSC Profile
- Get To Know Your Strengths & Weaknesses
- Share Them With Your Team
- Find A Good Coach



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#3 Take Time Off (The Best Way To Succession Plan)

- You're Not As Important As You Think You Are
- You're Family Is More Important
- Everyone Needs A Break From Their Manager



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#4: Run Great Meetings (And Less of Them)

- CLEAR AGENDAS
- Make Progress
- PRO TIP: Run 25 and 45 Min Meetings



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#5: Be Courageous

- Address Underperformance Quickly
- Take The Time To Coach
- PRO TIP: The Longer You Wait To Have a Courageous Conversation the More Courageous You Have To Be



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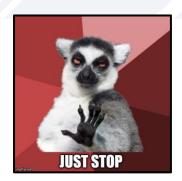
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#6: If You Can Find The Information You Need...

...Don't Ask Your Team For it





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#7: Remove Obstacles (Don't Create Them)



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