

NEW MANAGER'S WORKSHOP

A 2-day workshop to accelerate your career success



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INTRODUCTION

If you are a **new manager or about to be promoted**, this workshop will help accelerate your career success and reduce mistakes you might make.

One of the greatest career challenge a person face is when they transition from an individual contributor to a first time manager (T1).

Transitional issues include recognising the new expectation of you, dealing with colleagues who didn't get the promotion, projecting confidence without being bossy, prioritising your time, being at peace with your decision, managing office politics and managing relationships in the workplace.

This 2-day high intensity workshop will help you transition into your new role faster, equip you with foundational organisational and people skills, engage your superior and groom your subordinate better. You will also learn to maneuver around the office politics.

This workshop is highly interactive, hands-on and designed to enable participant to transfer their learning back to their workplace immediately. This workshop is ideal for new[#] and future⁺ managers.

TARGET PARTICIPANTS

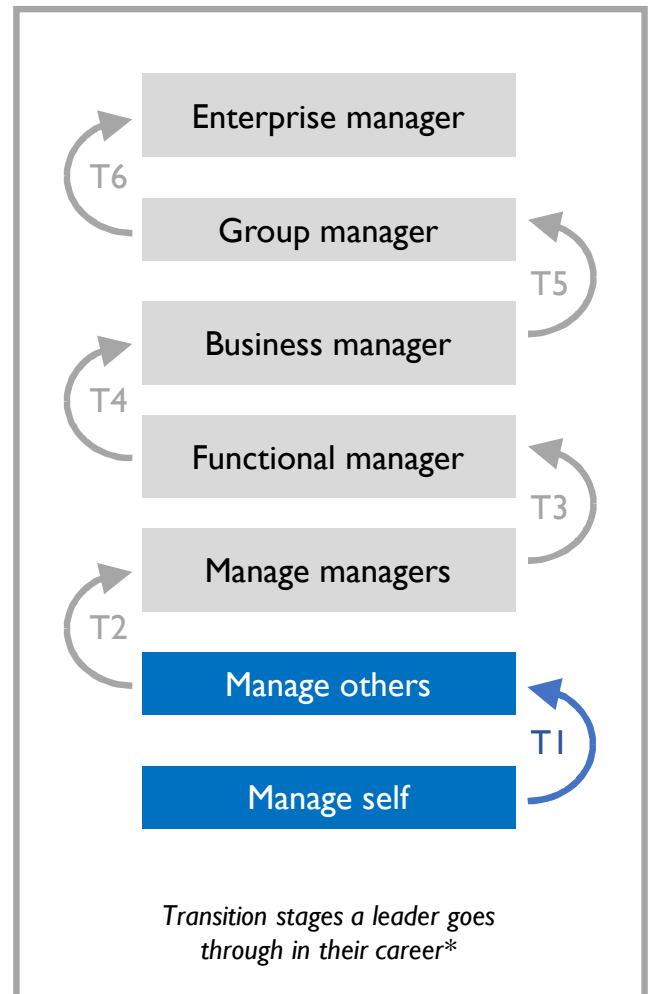
New and potential managers

WORKSHOP SIZE

Up to 20 participants only

WORKSHOP DURATION

2-day



WORKSHOP OBJECTIVE

By the end of this workshop, you will be able to:

- ☐ Recognise the skills and knowledge required when transitioning from an individual contributor to a first time manager
- ☐ Use the Distributed Leadership Model to develop your leadership capabilities
- ☐ Gain clarity of your role and be more confident
- ☐ Be more goal oriented and use a process approach to improve performance
- ☐ Build a supportive network to propel your career
- ☐ Establish a trusting work relationship with your superior and subordinate
- ☐ Manage your superior better
- ☐ Motivate and groom your subordinate
- ☐ Create a 60-day leadership development plan to accelerate your leadership effectiveness

[#] less than 12 months in the new role

⁺ promoted to the new role within the next 12 months

* Charan, R., Drotter, S. J., & Noel, J. L. (2001). *The leadership pipeline: How to build the leadership-powered company*. San Francisco: Jossey-Bass.



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WORKSHOP OUTLINE

Module	Take Away
1) Leading in today's organisation <ul style="list-style-type: none">▪ Leadership defined▪ Your leadership journey▪ The Distributed Leadership Model	You will gain a clear understanding of what leadership is and the development route. You will be equipped with MIT's leadership model as a compass in developing your leadership capability.
2) Transitioning into your new role <ul style="list-style-type: none">▪ The organisation's eco-system▪ Know my role▪ A leader in transition	You will gain an overall perspective of how organisation's structure influence employee's behaviour, view your role from a professional lens, calibrate your expectation and develop strategies to overcome barriers when transitioning into your new role.
3) Foundational organisational skill <ul style="list-style-type: none">▪ Organisational influence at work▪ Goal creates focus▪ Manage through process▪ Build strategic alliances	You will learn to maneuver around hidden forces and unwritten rule to get your initiatives implemented. You will learn how to develop SMART goals, be more process oriented, engage others in problem solving and establish a supportive network.
4) Foundational people skill <ul style="list-style-type: none">▪ The people operating system▪ Managing expectation for trust▪ Shifting perception▪ Rapport building	You will gain knowledge and insights into understanding people, be more empathetic, build trust and improve your working relationship with them.
5) Partnering my superior <ul style="list-style-type: none">▪ My superior's challenge▪ Communicate with the 'boss'	You will learn how to manage your superior by gaining an insight into your superior's challenges and communicate more effectively using the STAR conversation framework.
6) Leading others <ul style="list-style-type: none">▪ Develop confidence with feedback▪ Grooming employee through delegation	You will learn how to direct and motivate your employees by using the AIDE conversation framework to develop their confidence and grow them using our 6 steps delegation process.
7) My personal leadership development plan	You will create a 60 days development plan to increase their effectiveness as a new manager.

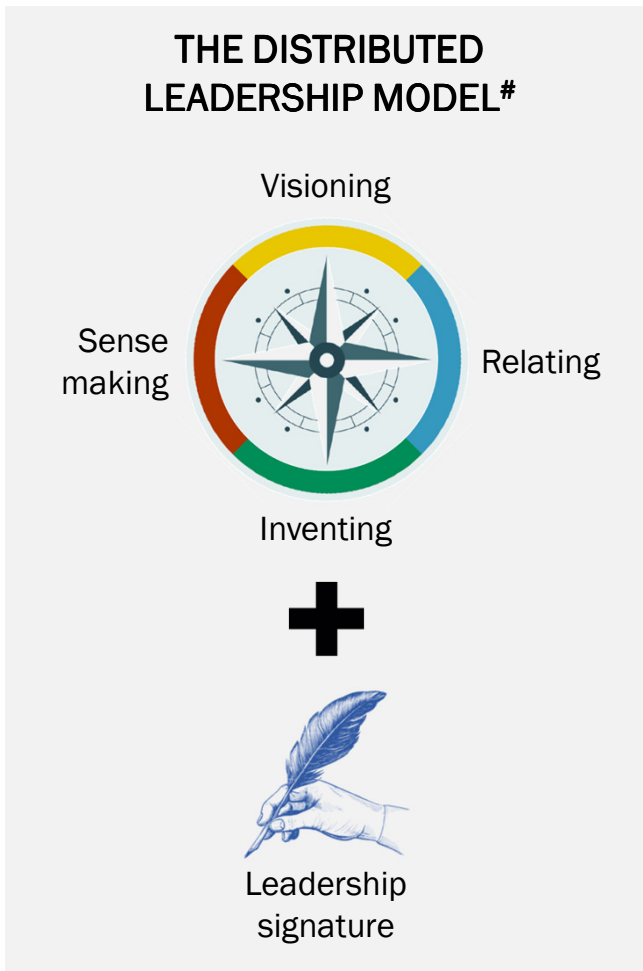
* Content may be changed or adapted at our discretion with the purpose of enhancing the workshop's effectiveness.



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OUR METHODOLOGY

Leadership model



Experiential activity



Role play



Case study



Group discussion



#Deborah G. Ancona, Thomas W. Malone, Wanda J. Orlikowski, and
incomplete leader. Harvard Business Review, 85(2):92–100, 2007.

Peter M. Senge. In praise of the



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THE FACILITATOR



Isaac Peter is an experienced and engaging leadership facilitator. He brings with him personal leadership experience and weaves it with theoretical framework to give participants an easy way to understand leadership concept and apply it to their situation in a practical manner.

He is an associate leadership facilitator for AON HEWITT Malaysia, EON Training & Consultant, Singapore, PD Training, Australia and PDT Global, UK.

Prior to learning and consulting, he worked in the manufacturing, welfare and fast moving consumer goods industry. His diverse experience allows him to value add his clients in terms of perspectives

and best practices. Apart from delivering workshops, he consults and designs leadership development programmes for his clients. The workshop and programme he designs and conducts are highly experiential, reflective and engaging. It challenges participants to think critically and innovatively.

As a facilitator, his strength is in rapport building, making the discussion practical and ability to manage learners with difficulties.

Among notable clients he has worked with are Changi Airport, Shangri-la hotel Singapore, Mandarin Oriental hotel, INSEAD, OCBC, CitiBank, CIMB, Caterpillar, Ministry of Manpower, Central Provident Fund (CPF), VITAL, EcoWorld, MNRB, American Express, EVYAP Malaysia, Munchies, Matsushita, MISC Berhad, T-Systems GmbH and Giesecke & Devrient.

Academically he possesses a MBA and a degree in engineering. He is ACTA certified, a certified behavioural profiler, a certified Motivational Maps™ administrator, a Master NLP Practitioner and a certified Barrett's Values CTT consultant.

TESTIMONIAL

"I would recommend Isaac to any organization who wants to build a strong leadership culture and effective development programme."

HR Director, EVYAP Sabun Malaysia Sdn Bhd

"It has encouraged me to think more strategically, how to stand up as a leader, how to create a safe environment and how important it is to relate with our team members."

Manager, Eco World Development Group Berhad

"The workshop was well conducted. I like the role play, it felt real and relates to my work. He facilitates it very professionally"

Manager, SP Services (Singapore)

"Isaac was like a friend – he facilitated the two-day session in a very friendly and relaxed manner. My learning and take away from his session was very good largely due to his creative manner of facilitation – it was fun and not boring at all"

HR Manager, Energizer Singapore



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ABOUT US



People Performance is a people & organisation development company. Our purpose of existence is to support our client's growth by developing their talents in a structured, meaningful and evidence-based approach.

Driven by our vision 'To be the trusted Organisation Development partner in shaping corporate community positively', we put our clients interest first by listening to their needs. We work with our clients based on their current situation and not what we think they should be. Every organisation is unique and have their own growth life cycle. We make it our responsibility to provide our clients with timely insight and advice as they make their decisions and we will support their initiatives towards creating a positive corporate community.

We use a variety of interventions to **understand** our clients, **equip** their people and **measure** their success.

We specialise in 3 areas; CULTURE, LEADERSHIP & TEAM.

VIDEO TESTIMONIAL



Scan to see how fun & engaging our workshops are



Scan to view a video testimonial

OUR CONTACT

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OUR TOOLS & PARTNERS

