

MANAGEMENT SKILLS FOR NEW MANAGERS

Gain the core skills you need to succeed!

Seminar #2238

Overview

This seminar will give you the crucial foundational skills to shift from being an individual contributor to a well-respected manager who can achieve team success and drive bottom-line performance.

Using guided role play, exercises and practice sessions, you will discover how to adjust your management style and tackle new challenges. In-depth skills practice using the Situational Leadership® II model combined with interactive activities take you through the paces of motivation, delegation, coaching, communication, performance management and leadership. You will be able to improve on key weakness areas, play to your strengths and get the best results from every member of your team.

Schedule

- [3] days

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,794 GSA

Credits

1.8 CEU /18 PDU

Schedule

We have 81 scheduled sessions located nationwide starting between 5/30/2012 - 2/20/2013

Date	Location	Duration
May 30, 2012 - Jun 1, 2012	Chicago, IL	3 Days
Jun 4, 2012 - Jun 6, 2012	Atlanta, GA	3 Days
Jun 6, 2012 - Jun 8, 2012	Arlington/Washington DC, DC	3 Days
Jun 13, 2012 - Jun 15, 2012	San Francisco, CA	3 Days
Jun 18, 2012 - Jun 20, 2012	New York, NY	3 Days
Jun 20, 2012 - Jun 22, 2012	Houston, TX	3 Days
Jun 25, 2012 - Jun 27, 2012	Minneapolis, MN	3 Days
Jun 27, 2012 - Jun 29, 2012	Philadelphia, PA	3 Days
Jul 9, 2012 - Jul 11, 2012	Arlington/Washington DC, DC	3 Days
Jul 9, 2012 - Jul 11, 2012	Chicago, IL	3 Days
Jul 9, 2012 - Jul 11, 2012	San Diego, CA	3 Days
Jul 11, 2012 - Jul 13, 2012	Seattle, WA	3 Days
Jul 16, 2012 - Jul 18, 2012	New York, NY	3 Days
Jul 18, 2012 - Jul 20, 2012	Fort Lauderdale, FL	3 Days
Jul 23, 2012 - Jul 25, 2012	San Francisco, CA	3 Days
Jul 23, 2012 - Jul 25, 2012	Atlanta, GA	3 Days
Jul 30, 2012 - Aug 1, 2012	Arlington/Washington DC, DC	3 Days
Jul 30, 2012 - Aug 1, 2012	Boston, MA	3 Days
Aug 1, 2012 - Aug 3, 2012	Austin, TX	3 Days
Aug 6, 2012 - Aug 8, 2012	Chicago, IL	3 Days
Aug 6, 2012 - Aug 8, 2012	San Francisco, CA	3 Days
Aug 13, 2012 - Aug 15, 2012	New York, NY	3 Days
Aug 13, 2012 - Aug 15, 2012	Overland Park, KS	3 Days
Aug 22, 2012 - Aug 24, 2012	Atlanta, GA	3 Days
Aug 27, 2012 - Aug 29, 2012	Los Angeles, CA	3 Days
Aug 27, 2012 - Aug 29, 2012	Virginia Beach, VA	3 Days
Sep 5, 2012 - Sep 7, 2012	Arlington/Washington DC, DC	3 Days
Sep 5, 2012 - Sep 7, 2012	Chicago, IL	3 Days
Sep 5, 2012 - Sep 7, 2012	San Francisco, CA	3 Days
Sep 10, 2012 - Sep 12, 2012	Denver, CO	3 Days
Sep 12, 2012 - Sep 14, 2012	Las Vegas, NV	3 Days
Sep 17, 2012 - Sep 19, 2012	New York, NY	3 Days
Sep 19, 2012 - Sep 21, 2012	Dallas, TX	3 Days
Sep 26, 2012 - Sep 28, 2012	Philadelphia, PA	3 Days
Sep 26, 2012 - Sep 28, 2012	Seattle, WA	3 Days
Oct 1, 2012 - Oct 3, 2012	Atlanta, GA	3 Days
Oct 3, 2012 - Oct 5, 2012	Houston, TX	3 Days
Oct 3, 2012 - Oct 5, 2012	Cincinnati, OH	3 Days
Oct 8, 2012 - Oct 10, 2012	Arlington/Washington DC, DC	3 Days
Oct 8, 2012 - Oct 10, 2012	Anaheim, CA	3 Days
Oct 10, 2012 - Oct 12, 2012	New York, NY	3 Days
Oct 15, 2012 - Oct 17, 2012	San Francisco, CA	3 Days
Oct 15, 2012 - Oct 17, 2012	Chicago, IL	3 Days
Oct 22, 2012 - Oct 24, 2012	Lake Buena Vista, FL	3 Days
Oct 29, 2012 - Oct 31, 2012	New York, NY	3 Days
Oct 29, 2012 - Oct 31, 2012	San Jose, CA	3 Days
Nov 5, 2012 - Nov 7, 2012	Arlington/Washington DC, DC	3 Days
Nov 5, 2012 - Nov 7, 2012	San Francisco, CA	3 Days
Nov 7, 2012 - Nov 9, 2012	Chicago, IL	3 Days
Nov 12, 2012 - Nov 14, 2012	Boston, MA	3 Days
Nov 12, 2012 - Nov 14, 2012	Pittsburgh, PA	3 Days
Nov 14, 2012 - Nov 16, 2012	Atlanta, GA	3 Days
Nov 14, 2012 - Nov 16, 2012	Los Angeles, CA	3 Days
Nov 14, 2012 - Nov 16, 2012	Minneapolis, MN	3 Days
Nov 28, 2012 - Nov 30, 2012	Colorado Springs, CO	3 Days
Dec 3, 2012 - Dec 5, 2012	Philadelphia, PA	3 Days
Dec 3, 2012 - Dec 5, 2012	Atlanta, GA	3 Days
Dec 5, 2012 - Dec 7, 2012	Chicago, IL	3 Days
Dec 5, 2012 - Dec 7, 2012	Seattle, WA	3 Days

Dec 5, 2012 - Dec 7, 2012	New Orleans, LA	3 Days
Dec 10, 2012 - Dec 12, 2012	Hartford, CT	3 Days
Dec 10, 2012 - Dec 12, 2012	San Francisco, CA	3 Days
Dec 12, 2012 - Dec 14, 2012	Arlington/Washington DC, DC	3 Days
Dec 12, 2012 - Dec 14, 2012	Overland Park, KS	3 Days
Dec 17, 2012 - Dec 19, 2012	New York, NY	3 Days
Dec 17, 2012 - Dec 19, 2012	Dallas, TX	3 Days
Jan 7, 2013 - Jan 9, 2013	Houston, TX	3 Days
Jan 7, 2013 - Jan 9, 2013	New York, NY	3 Days
Jan 7, 2013 - Jan 9, 2013	San Francisco, CA	3 Days
Jan 9, 2013 - Jan 11, 2013	Arlington/Washington DC, DC	3 Days
Jan 16, 2013 - Jan 18, 2013	Chicago, IL	3 Days
Jan 16, 2013 - Jan 18, 2013	Denver, CO	3 Days
Jan 23, 2013 - Jan 25, 2013	San Diego, CA	3 Days
Jan 30, 2013 - Feb 1, 2013	New York, NY	3 Days
Feb 4, 2013 - Feb 6, 2013	Chicago, IL	3 Days
Feb 6, 2013 - Feb 8, 2013	Atlanta, GA	3 Days
Feb 11, 2013 - Feb 13, 2013	Boston, MA	3 Days
Feb 11, 2013 - Feb 13, 2013	Albany, NY	3 Days
Feb 13, 2013 - Feb 15, 2013	San Francisco, CA	3 Days
Feb 20, 2013 - Feb 22, 2013	Arlington/Washington DC, DC	3 Days
Feb 20, 2013 - Feb 22, 2013	Los Angeles, CA	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Gain a deeper understanding of your roles and responsibilities
- Improve communication to effectively set expectations for yourself and your direct reports
- Adapt your leadership style to meet the needs of individual team members
- Communicate organizational goals that get results
- Apply delegation strategies to increase productivity and motivation
- Use effective coaching techniques to maximize your team's performance

What You Will Cover

Your Role as Manager

- Identify qualities and abilities required for effective management
- Understand your role and responsibilities as manager
- Learn to transition from individual contributor to manager
- Know how to work effectively with a multigenerational workforce
- Understand the nuances when managing remote teams and across the matrix

Performance Management

- Identify the challenges to effective performance management
- Understand and conduct performance planning, facilitation and evaluation
- Practice the skill of setting goals, providing effective feedback and conducting alignment discussions

Effective Communication

- Recognize what effective communication really is
- Understand the communication process
- Know the barriers that can cause derailment and misunderstanding
- Identify the relative importance of face-to-face communication
- Get a firm grasp of the five building blocks of managerial communication
- Learn to match the right communication method with your communication goal
- Identify the challenges and practices when communicating virtually

Understanding and Appreciating Situational Leadership® II: The Art of Influencing Others

- How to develop people, value differences and encourage honest communication
- Develop your leadership style to gain commitment from employees
- Match your leadership style to the your developmental needs and task at hand

Coaching for Performance

- How does coaching develop, enhance and achieve goals
- Know the requirements and importance of coaching
- Practice coaching and correcting difficult and challenging behaviors
- Use the AMA Guide for managing a coaching discussion
- Identify the differences between coaching and discipline

Creating a Motivational Climate

- Define motivation and your role in creating a motivational setting
- The cost of demotivation and disengagement
- Recognize important elements of the motivational process
- Create your own practice for building a motivational climate

Delegation for Growth and Development

- Understand the different types of delegation
- Know the benefits and challenges of delegation
- Recognize your comfort with delegation
- How to conduct an effective delegation conversation
- Practice your delegation skills

Who Should Attend

Managers with one to three years of experience who are seeking additional management training.

Special Feature

Real-world examples. Techniques and tools learned throughout this seminar are based on actual day-to-day interactions between managers and direct reports.

See *Ken Blanchard's Situational Leadership® II (SLII)*—a model for developing people and a way for leaders to help their employees become self-reliant achievers. To be truly effective, leaders' styles must adapt to the skills and commitment of the people they want to influence. With some people, managers have to provide a great deal of direction. With others, encouragement and appreciation trigger the best results. Still others deliver their best when allowed to take the ball and run with it. *Situational Leadership® II* helps

managers become more flexible and responsive to their employees' needs.

This Seminar Features Blended Learning

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner - producing a greater return-on-investment for the employer and the seminar participant.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)