



# Manager Tools

## Effective Manager Conference Datasheet

**PDU Credits:** Manager Tools is an authorized training partner for the Project Management Institute. Simply claim your PDU Credits through the PMI CCR after training.

**Who:** Those who want to learn and practice management behaviors to increase their team's productivity. Conference attendance is limited to 35 attendees due to the highly interactive and practice-based nature of the day.

**Why:** Effective managers deliver results and retention to their organization. They do it by knowing their people, talking about performance, asking for more, and pushing work down. We have developed teachable, behavioral models for each of these: One on Ones, Feedback, Coaching, and Delegation. During the EMC, you will learn, and most importantly, practice these models. Additionally, you will have a network of managers to support you. The Manager Tools Trinity builds the kind of high performing teams described in the PMBOK guide.

**Benefits:** You'll learn what to do each day to be more effective and practice how to do it.

**Cost:** \$1300. Add the Effective Communicator Conference at a discounted rate of only \$800 for a total investment of \$2100 for an impactful two days of learning and practice.

**“Content is clear and easy to understand,  
it helps better your role as a manager  
and presents you with simple but  
powerful tools”  
– Julia S, Conference Attendee**

### Agenda

**8:00 Welcome & Purpose** - Welcome the group and state our purpose: learning and practicing Effective Manager Behaviors.

**8:05 Agenda & Ground Rules** - We will cover this agenda, and then interactively agree on Ground Rules for the day.

**8:15 Introductions** - All attendees will prepare and present a brief (30-second) introduction of themselves.

**8:45 One On Ones** - How to build a trusting relationship with your directs with details on what, who, when, how long, about what, and where for a Manager Tools One-On-One.

**9:45 Break**

**9:55 One On Ones** (Continued)

**10:30 Feedback Model** - How to talk about performance with your directs to encourage effective future behaviors. The 4-step model explained in detail.

**11:30 Break**

**11:40 Feedback Practice** - Practice delivering Feedback, multiple times, in increasingly more complex situations, in order to get comfortable with the model.

**12:30 Lunch & Rolling Out The Trinity** – How to start doing One on Ones, Feedback, Coaching and Delegation. How to choose times, notify your team, brief your team, on every part, and what to be aware of as you start.

**1:30 Coaching Model** – How to improve skills performance in 4 steps: Set A Goal, Brainstorm Resources, Create A Short-Term Plan, Implement. Each step described and then illustrated in detail.

**2:30 Break**

**2:40 Coaching Practice** - Practice the Manager Tools Coaching Model multiple times.

**3:20 Break**

**3:30 Delegation Model & Practice** – Why, How and What to Delegate, and the words to say when you do so, explained, and then practiced.

**4:30 More Feedback Practice** - Practice delivering Feedback, multiple times, including negative feedback, in order to get comfortable with the model.

**5:00 Close**