



[ADVISAUSA.COM/MANAGEMENT-ESSENTIALS](https://advisausa.com/management-essentials)

MANAGEMENT ESSENTIALS™

7 ONE-DAY COURSES

Designed for frontline managers

Frontline managers are the windows through which employees see the organization. This program equips frontline managers with essential tools and skills for building trust, holding people accountable for results, and driving change.

Self-awareness and self-management are central to connecting with others to achieve results.

How it works:

- Seven, one-day courses occurring 6 weeks apart over nine months
- Cohorts are signed up in groups of 5-10 or 10-20
- Timing is customized to your needs and group size—registration is always open



01 | Managing People to Perform

This workshop helps managers build high performing teams by understanding the diverse behavioral drives and motivating needs of team members. Managers learn how to use Predictive Index® to decode and leverage people's unique strengths for peak performance.

02 | Own It!

We believe that personal accountability is a cultural game changer, and that organizations perform best when each person genuinely approaches challenges by asking: "What can I do to improve/impact/influence the outcome of this situation?" This course helps leaders discipline their thinking to focus on the personal, immediate action they can take to positively improve every situation.

03 | Communicating for Results

It is often said that the biggest problem with communication is the belief that it has occurred. Our course is designed to not only develop a leader's ability to communicate more effectively, but also to develop their listening skills. Participants learn to assess barriers that prevent an open exchange of information and viewpoints, then learn to adapt strategies accordingly.

04 | Managing Conflict

It is estimated that 40% of a manager's time is spent dealing with conflict. In addition, poorly-managed conflict increases turnover, with replacement costs between 75% and 150% of the annual salary per position. This course builds conflict management skills and emphasizes proactive approaches for building long-term, positive relationships. Participants will leave with practical strategies that can be applied to disagreements that arise in their daily work lives.

05 | Championing Change

In today's turbulent business environment, change has become a way of life and, in order to be successful, managers must be able to manage change successfully. Yet, experts estimate that 50% - 70% of changes fail to fully deliver desired results. This course focuses on the role of a change agent and introduces frameworks and techniques to ensure effective change management.

06 | Building Effective Teams

An increasing percentage of work is being done in teams or by individuals directly collaborating with one another. There is also an increase in the kinds of teams being used in work settings, including virtual teams. This course covers the stages of team development and offers tools to increase participation and performance of team members.

07 | Coaching for Results

The ability to coach and develop others is the hallmark of a manager who is ready for promotion. This is a deep-dive into the coaching process as well as the skills for having individual coaching conversations.