

## What Good Managers Do: The First 100 Days (Tier 1)

½ Day

### Description

This course will give new managers the basics of effective management for their first 100 days on the job. Professionals who have achieved success as individual contributors often transition into management roles. New managers want to be able to step forward and assume their new responsibilities with confidence. You want to be able to conduct performance appraisals, monitor work processes, communicate effectively with team members, build an internal network of supportive colleagues, and avoid common management pitfalls. You also want to be able to resolve conflicts that arise, coach people to give great performances, and serve as an advocate for your team within the wider corporate structure.

### Prerequisites

- None

### Objectives

Participants completing this course should be fundamentally equipped to successfully navigate their first 100 days on the job as a manager.

#### **Making the Transition**

##### ***Position Yourself for Success***

The Manager's Role  
The First 100 Days  
One-on-One Meetings  
Inventory  
Guidelines on Positioning Yourself for Success

##### ***Begin the Transition***

Differences Between Managers and Team Members  
Internal Networks  
Common Pitfalls of Transitioning  
Guidelines on Beginning the Transition

##### ***Manage the Basic Work Elements***

The Elements of Work  
Guidelines on Managing the Elements of Work

#### **Building a Winning Team**

##### ***Coach for Great Performance***

The Roles of a Great Coach  
Coaching Approaches  
Guidelines on Coaching for Great Performance

##### ***Resolve Conflict within the Team***

Approaches to Conflict Resolution  
Guidelines on Resolving Conflict within the Team

##### ***Represent Your Team***

Managing Up  
Guidelines on Representing Your Team