

FORWARD MOTION: Manager Basics



Overview:

You trust your managers to translate your corporate objectives and priorities and to spur your employees and teams into action. They use a broad range of business language, tailoring it to different business sectors and setting the example for those they lead. This workshop trains them to use their personal communication style to full advantage to effectively lead their teams forward to accomplish their goals with excellence.

Moving Forward...

Managers make your business work. They are the glue that binds all of the facets of your organization into a unified whole—the critical link that bridges your mission with the day-to-day efforts that fulfill your vision. They interact and negotiate with customers, business partners, suppliers, and unions to insure that the flow of goods and services is smooth and uninterrupted. They manage large numbers of people and frequently have to move across organizational and company boundaries in the performance of their responsibilities.

Managers serve a broad range of functions and maintaining excellent communication is critical to their effectiveness. This workshop addresses the specific needs of team managers as well as project managers who operate in a matrix environment. It will change the way they listen, what they hear, and how they respond.

Goals:

- Improve effectiveness to achieve corporate objectives
- Boost team productivity to enhance profitable operations
- Teach skills to effectively navigate organizational boundaries
- Create momentum to ensure that the flow of goods and services is smooth, uninterrupted, and exceeds expectations

PROSPECTUS

Manager Basics



Pre-workshop consultation:

This workshop is preceded by a phone consultation so that your business representatives and the Forward Motion staff can discuss and identify specific organization-wide communication challenges, possible root-causes, and secondary challenges that may exist in pockets within the company. Forward Motion takes the results of this meeting and tailors the exercises and activities accordingly.

Objectives

Participants will:

- Complete a communications style delineator to identify and validate their personal style.
- Be able to list and define the four style types with specific characteristics for each.
- Identify the style of a person at a given point in time based on specific conversational elements.
- Verbally express an awareness of the ramifications of personal style in their communication process.
- Develop and practice the skills needed to mentally compose a three-point plan for better communications in written and verbal communications.
- Apply style identification skills to specific situations related to managing teams and individuals.

Syllabus

- I. Introductions
 - a) Participants
 - b) Facilitators
 - c) Workshop Content
- II. Expectations
 - a) From Participants
 - b) From Forward Motion
- III. Style Delineator
 - a) Administer Delineator
 - b) Score Delineator
 - c) Graph Results
- IV. Infomercials
 - a) Intake Types
 - b) Storage and Export Types
 - c) Switch-hitters, Diamonds, Ramifications
- V. Activity: Styles in Action: Four Corners
 - a) BREAK
- VI. Validation Process by Style types
- VII. Infomercials
 - a) Communication Storage and Retrieval
 - b) Secondary Style Strengths
 - c) Thinkers and Feelers
 - d) Facts and Intuition
- VIII. Activity: Identifying Styles in Others
- IX. Activity: Common Assumptions
- X. Activity: Sales Applications
- XI. Review, Questions, Closure



Contact Us:

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