



Effective Manager Conversations

An Interactive Workshop

Today's workforce demands that managers provide ongoing supportive and developmental feedback that will align employees to the organization's goals. Managers need to understand the basic types of conversations they should be having and how frequently to have them.

WORKSHOP DESCRIPTION:

Personal or business, it's true of any relationship that communication is the key. According to a Bureau of Labor Statistics survey on time usage we spend more of our time with the people we work with than we do any other activity, including sleep. So why do managers find it so difficult to have meaningful, productive and purposeful conversations with employees?

WORKSHOP OBJECTIVE:

At the end of the workshop, you will understand the three most important forms of communication for managers and learn how to most effectively apply these to your daily/weekly/monthly employee interactions.

WORKSHOP HIGHLIGHTS:

- Understand the tools necessary to communicate for the following circumstances:
 - Progress Updates
 - Coaching and Feedback
 - Reviews and Planning
- Develop a simple calendar of when to have different types of conversations
- Learn how to capture action items from conversations to continually make progress and promote accountability

LOGISTICS & INVESTMENT:

Conducted on-site for Senior Leadership and Management Teams or off-site for mixed groups. Investment for half-day workshop is based upon the number of participants.

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