



 Program
Overview

NEW MANAGER TRAINING PROGRAM

Development Program for
First-Time Managers

Presented by Workology in
partnership with Ramona Shaw

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WORK  *ology*

YOUR PATH TO LEADING WITH IMPACT & CONFIDENCE

MOVING INTO A LEADERSHIP ROLE FOR THE FIRST TIME IS LIKELY THE BIGGEST AND MOST CHALLENGING TRANSITION YOU'LL EVER MAKE. ARE YOU READY?

No matter how well prepared you may think you are, management is never what you're expecting.

Suddenly, you need to delegate work, hold people accountable, give feedback, set goals, and clarify expectations, and a dozen other things you've never done before. It can feel overwhelming and stressful.

87% of managers agree they wish they had received more training when they first took on the role.

In fact, studies show that 40-60% of otherwise high-performing employees fail or underperform as first-time managers. Will you be one of them?

Despite this statistic, the average manager receives their first leadership training after 10 years of being in a leadership role. This happens all while study after study confirms that the employee-manager relationship is the biggest contributor to engagement and retention rates. To become a successful leader, you require a new set of skills and a mindset that most of us have never been taught.

That's where we come in!

The New Manager Training Program will give you the missing tools and skills needed to lead your team with competence and confidence and to build effective leadership habits that will take your career further, faster.

As a new manager, you have two choices. You can learn these skills through trial and error, wasting a lot of time and failing more often than you probably like or you can master management the faster and more effective way. Our proven 12-week training program puts you on the fast-track for leadership success.



THIS PROGRAM IS FOR YOU IF...

- You feel stressed or overwhelmed with your responsibilities and self-doubt tends to creep in.
- You dread feedback discussions and aren't sure how to give effective and meaningful feedback without disturbing the peace.
- You have trouble saying no to events that drain you or your obligations and additional projects for which you know you don't have the time.
- You wonder why your team members aren't delivering what you expected.
- You get frustrated with the lack of quality from your team.
- You want to have leadership influence without having to play tough or unemotional.
- You've achieved success in the past, but you know that a completely new set of skills is required from you and you're ready to learn, fast.

If any of this sounds familiar, the New Manager Training Program is the solution.

ENTER THE NEW MANAGER TRAINING PROGRAM

THE NEW MANAGER TRAINING PROGRAM IS A 12-WEEK PROGRAM DESIGNED TO HELP FIRST-TIME MANAGERS DEVELOP EFFECTIVE LEADERSHIP SKILLS.

WITH THIS PROGRAM, YOU WILL:

- Develop the confidence and competence to succeed in your first leadership role
- Identify your unique values, motivators, natural styles, and strengths so that you can inspire and lead with greater purpose and authenticity
- Uncover blind spots that can derail your leadership career
- Develop trusted relationships with your team members and co-workers to improve collaboration and engagement
- Strengthen your communication skills to motivate team members, foster accountability, and navigate potential conflict
- Master time-management skills to boost your productivity as a manager and establish a sustainable work-life-integration
- Step into your power with an executive presence that will make others want to listen and respect you as a leader

We offer a blended learning approach that allows for flexibility with your schedule, provides accountability, and offers ongoing support.

Unlike one-off workshops, seminars, or digital courses that fall victim to the Forgetting Curve,* the New Manager Training Program is designed to optimize knowledge retention rates and create lasting change by turning your insights into actions within a matter of hours or days.

In addition, your organization will benefit from this investment as well. Improved leadership performance is correlated with higher employee engagement, increased team productivity, lower turnover rates, and much more.

Discuss this training opportunity and its financial investment with your manager and/or HR representative. Many will cover it!

For more information, please reach out to us at contact@ramonashaw.com

* In a training context, the Forgetting Curve shows that learners will forget an average of 70% of what they have learned within the first 24 hours and 90% within the first month.



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HOW IT COMPARES...

	KNOWLEDGE RETENTION	GROUP SUPPORT	ACCOUNTABILITY LEVEL	PERSONALIZED	AFFORDABILITY & SCALABILITY
TRAININGS & WORKSHOPS	✗	✓	✗	✗	✗
1-ON-1 COACHING	✓	✗	✓	✓	✗
ON-DEMAND LEARNING PLATFORMS	✗	✗	✗	✗	✓
BOOKS, PODCASTS, ETC.	✗	✗	✗	✗	✓
NEW MGR TRAINING PROGRAM	✓	✓	✓	✓	✓

IN ADDITION TO SKILL TRAINING, THE NEW MANAGER TRAINING PROGRAM PROVIDES YOU WITH COACHING, PEER SUPPORT, AND ACCOUNTABILITY, ALL OF WHICH ARE CRITICAL TO CREATING LASTING RESULTS.



THE PROGRAM AT A GLANCE

THE PROGRAM IS PRESENTED IN THREE PHASES. IN PHASE 1, WE LAY THE FOUNDATION, BUILD A LEADER'S MINDSET, AND INCREASE SELF-AWARENESS. IN PHASE 2, WE DEVELOP YOUR MANAGEMENT TOOLKIT AND IN PHASE 3, WE FOCUS ON THE IMPLEMENTATION AND EXPANSION OF THE LEARNED MODELS, FRAMEWORKS, AND SKILLS.

PHASE 1: AWARENESS, MINDSET & CLARITY

TOPICS

- Self-Awareness
- Leaders's Mindset
- Power of Thoughts
- Managing Time
- Strategic Alignment
- Relationships & Trust

LEARNING OBJECTIVES

- Gain clarity on your strengths, preferences, and potential blind spots
- Develop a leader's mindset and understand the power of your attitude as you navigate challenges
- Clarify expectations and objectives with your team and align on opportunities and risks with your stakeholders
- Adopt planning habits, routines, and productivity strategies to work more effectively as a leader
- Understand how to build and maintain trust in your work relationships

PHASE 2: MANAGEMENT TOOLKIT

TOPICS

- Giving & Receiving Feedback
- Coaching as a Manager
- Difficult Conversations
- Delegating Work
- Managing Up & Across
- Encouraging Accountability

LEARNING OBJECTIVES

- Feel confident and competent giving constructive and frequent feedback even when it's difficult
- Apply the 3 core principles of coaching in conversations with your direct reports
- Engage in difficult, high-stakes conversations with confidence and skill
- Understand how to delegate effectively and how to manage responsibilities
- Learn the skills to encourage accountability within your team without the need for command and control

PHASE 3: IMPLEMENTATION & EXPANSION

TOPICS

- Meeting Management & Presentation Skills
- Executive Presence
- Employee Motivation, Influence & Persuasion

LEARNING OBJECTIVES

- Adopt impactful presentation and communication skills
- Effectively plan and run meetings that lead to quality results
- Develop a strong executive presence and increase your impact and influence
- Understand what motivates people and how to bring out their best
- Uncover strategies to influence stakeholders and persuasively communicate your ideas and opinions

YOUR SATISFACTION IS 100% GUARANTEED!

TIME IS MONEY, AND WE WILL NEVER WASTE YOURS! THE NEW MANAGER TRAINING PROGRAM IS PACKED WITH TIPS, TECHNIQUES, AND IDEAS THAT WILL HELP YOU NAVIGATE YOUR ROLE WITH COMPETENCE AND CONFIDENCE. WE'RE SO CERTAIN YOU'LL BE AMAZED BY THE RESULTS YOU'LL SEE FROM THIS POWERFUL PROGRAM THAT WE GUARANTEE IT 100%. IF YOU'RE NOT COMPLETELY SATISFIED WITH WHAT YOU'RE GETTING IN YOUR FIRST 30 DAYS, WE'LL REFUND YOUR ENTIRE INVESTMENT. GUARANTEED!

HOW THE NEW MANAGER TRAINING PROGRAM IS DELIVERED

THE NEW MANAGER TRAINING PROGRAM IS A UNIQUE LEADERSHIP PROGRAM DESIGNED FOR FIRST-TIME MANAGERS WITH ZERO TO THREE YEARS OF EXPERIENCE LEADING TEAMS IN SMALL TO MID-SIZED ORGANIZATIONS.

THE PROGRAM USES A BLENDED LEARNING APPROACH TO CREATE LASTING RESULTS:

- Access to comprehensive leadership and personality-type assessments to gain deeper self-awareness and define personal leadership values
- Twelve weeks of on-demand training modules to develop the leadership capabilities most critical to success
- Two 1-on-1 coaching calls to personalize your roadmap and address your unique needs
- Three months of weekly coaching calls with your coach, Ramona Shaw, and a group of leaders just like you
- Access to a resource vault with templates, guides, and checklists to help you immediately apply what you learn
- Ongoing community support to answer questions and provide inspiration, tips, and encouragement throughout the program

The investment in the 12 week New Manager Training Program is \$2,999

For additional details, visit www.workplacemasters.com or www.workology.com

Are you looking to find an effective program for new managers in your organization? To learn more about how the 12 week new manager training program can be a complete, effective, and scalable New Manager Training for your leaders, please contact us at jessica@workology.com.

ABOUT RAMONA SHAW

I'm Ramona Shaw, and I am a certified, professional leadership coach helping managers lead their teams confidently, advance faster, and create the career success they desire.

Through my coaching and training programs, I help new and experienced managers strengthen their communication skills, expand their executive presence, increase their contribution to their company, and improve their team's engagement.

Throughout my career, I've led key strategic projects and international teams in Switzerland and the United States as a VP of Client Services at a renowned global private equity firm. Due to my international background and global work experience, I have a unique understanding of cross-cultural challenges and demands. In addition, as a mother to 3 children, I understand the additional challenges parents have in integrating both professional and personal priorities.

Clients I've served include (partial list): Amazon, Asana, Ceros, Custora, Dropbox, Google, Permian Capital Management, Productboard, RMS, Sequoia Capital, Stitch Fix, and Twitch.

