

Management Essentials

ADVISA's Management Skills Short Course Series

This is a series of seven one-day courses occurring six weeks apart over about nine months.

Two statements serve as the foundation to our approach:

- Business results are related to leaders' effectiveness and how well they form relationships with others.
- Self-awareness and self-management are central to connecting with others to achieve results.



Our unique curriculum uses action-oriented learning to focus on key skills for leaders. We ask participants to focus on learning - or polishing - behaviors that current research and our 30+ years of experience with clients have shown are effective for achieving results.

Our methods include whole-group instruction; small group and partner interaction; and role-playing. We provide practical tools and processes that participants can put to use at their jobs right away.

(Please see turn over for more specifics about each of the courses in the series.)

Course Descriptions

Managing People to Perform

This intensive training looks at the PI Behavioral Assessment™ first through the lens of self-awareness (what does it say about me?), then focuses outward (what does the assessment say about my team?), giving managers tools to adapt to the individuals they work with to increase engagement and achieve results.

Own It!

We truly believe that personal accountability is a cultural game changer, and that organizations can only perform their best when each person genuinely approaches every challenge from the perspective of: *“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 that they can take to positively improve any and every situation.

Communicating for Results

It is often said that the biggest problem with communication is the belief that it has occurred. To this end, our course is designed to not only develop a leader’s ability to communicate more effectively, but also to develop their listening skills. We show participants how to assess barriers that may prevent an open exchange of information and viewpoints, then follow up with how to adapt strategies accordingly.

Managing Conflict

It is estimated that as much as 40% of a manager’s time is spent dealing with conflict. In addition, poorly-managed conflict often increases turnover, with replacement costs between 75% and 150% of the annual salary for each position. This course offers techniques and approaches to build conflict management skills and lower the cost of conflict for individuals and organizations. We emphasize proactive approaches for building long-term, positive relationships. Participants will leave with a beginning set of practical strategies and tactics that can be immediately applied to the disagreements that arise in their daily work lives.

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. Participants will leave with a starter set of tools to support effective management of both the people and process aspects of change.

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 a rapid increase in virtual teams. This course covers: a model of effective team functioning; stages of team development and associated issues and actions; tools to increase participation of team members; communication strategies; and tools for planning and expectation setting.

Coaching for Results

The ability to coach and develop others is a differentiator because those who are able to leverage and expand their employees’ capabilities and encourage them to develop new, value-added skills ensure that their organization can meet the ever-changing requirements of the business environment. This is a deep-dive into: attributes of an effective coach; creating an environment that fosters coaching; planning for impact in coaching sessions; questioning and listening techniques; and using a systemic approach to coaching.

For more information: Please contact Beth Claflin, 317-574-1550 or bclaflin@advisausa.com



317.574.1550 | www.advisausa.com