

Startling Facts on Newly Hired Managers

40% of new leaders fail to meet expectations of management in their new role*.



Presents an Open Facilitated 4-Part Workshop of HBSP's

Stepping Up To Management E-Learning Program

The Stepping Up To Management Program is a Step-By-Step e-Learning Program designed to Meet The Challenges of Newly Hired, and particularly First-Time Managers.

This program is based on the work of recognized experts in management development including **Linda Hill**, Harvard Business School professor and best-selling author of *Becoming a Manager* and **Michael Watkins**, author of *Right from the Start* and many others.

This program will enable managers to:	This program will enable your company to:
<ol style="list-style-type: none"> Learn new skills while staying on top of their work Increase their confidence to lead their teams Be effective in their new role Establish a unique management style Get on their feet quickly...without getting overwhelmed 	<ol style="list-style-type: none"> Infuse learning into the workflow of your managers Enable new managers to deliver results faster Increase the successful transitions, boosting morale and productivity at all levels Avoid derailments, saving significant retraining or rehiring expenses Foster a close relationship between the new manager and the manager's supervisor, who will be better able to coach them through the transition.

Program Structure, Content & Tools

- 1 Year on-line access to the 8-Module, Stepping Up To Management online Program:
- 4 – One Day Facilitated Interactive Workshops over 60 to 90 days

Workshop #	Modules Covered
1	1. Understanding Your New Role; 2. Working Through Others
2	3. Managing Performance; 4. Organizing Resources, Meetings & Time
3	5. Managing a Group; 6. Supporting Your Boss & Organization
4	7. Networking with Colleagues; 8. Evolving as a Manager

- **Program Cost:** Total Package of e-learning module & workshops (including lunch & breaks): **US\$975.00**
- **For More Information:** Call - 977-6227, 361-3048, 298-5335-6

* (Right Management Survey of 826 HR directors, 2003).

REGISTRATION FORM

Course Title: Stepping Up To Management - Open Facilitated Course

Course Venue: The College of Insurance & Professional Studies
3A Richmond Avenue, Kingston 10

Workshop Dates:

Total Tuition: US\$975.00 (Total Package of e-learning module & workshops (including lunch & breaks):

Company:		
Address:	City:	Country
Manager:	Tel #:	e-mail:

Kindly accept registration for the following individuals

	Participant	Email Address
1		
2		
3		
4		
5		

Please make your draft payable to Knowledge Works Consulting and return your completed registration form with payment to:

Knowledge Works Consulting
4 Gerbera Close, Mona Heights, Kgn. 6
• Ph: (876) 977-6227, 361-3048, 298-5335-6
Fax: (876) 927-1903
Attention: Sherine Thompson

Enclosed please find payment for _____ persons, in

US\$Draft # _____

Credit Card as detailed below

Visa MasterCard Keycard: Expiry:

Name of Cardholder:

Card Number:

Signature: