

# STEPPING UP TO MANAGEMENT

## A STEP-BY-STEP GUIDE TO MEETING THE MANAGEMENT CHALLENGE

**STEPPING UP TO MANAGEMENT IS SPECIFICALLY DESIGNED TO HELP NEWLY PROMOTED MANAGERS REALIZE IMMEDIATE SUCCESS**

**STEPPING UP TO MANAGEMENT** is an insightful online program that provides new managers with concepts and tools to make sense of their new roles, manage and cultivate relationships, organize specific tasks required on the job, and work with their supervisors to become truly effective managers.

### CONTENT

#### PRACTICAL ADVICE, DOWNLOADABLE TOOLS, AND TIME-SAVING TIPS

Equip your managers to hit the ground running and get on the right track fast. **Stepping Up to Management** delivers practical resources for laying the foundation for a successful management career, and keeps new managers from being overwhelmed in their new roles.

The program's modules include:

**Understanding Your New Role** Discover management misconceptions, how to transition, and how to avoid common mistakes made by new managers.

**Working Through Others** Learn to manage relationships, develop a management style, and build employee relationships based on trust.

**Managing Performance** Understand the importance of recognizing accomplishments, helping employees grow and develop their skills, setting objectives, delegating effectively, and coaching direct reports.

**Organizing Resources, Time & Meetings** Handle administrative responsibilities efficiently, hold meetings effectively, and manage your time.

**Managing a Group** Discover the key elements of creating a high-performing team—establishing clear processes, clarifying communication standards, developing group norms and culture, protecting the team, and determining team performance measures.

**Supporting Your Boss & Organization** Understand your boss's agenda, foster an atmosphere of partnership, develop unit and individual performance goals, and align those goals with the company's strategic objectives.

**Networking with Colleagues** Cultivate relationships with people both inside and outside your organization, and develop influence strategies to build and strengthen your network.

**Evolving as a Manager** Examine your transition into management, evaluate your role as a manager and a leader, reflect on how you relate to others, and create a continuous learning path.

### HIGHLIGHTS

- > Immediate on-the-job learning
- > Pre-assessment to set priorities
- > Modular, easy-to-navigate design
- > Personal action plans

### EXPERTS

The 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*. The program also draws from the work of prominent authors, professors and business executives who are acknowledged experts in management training and development, including:

- o Susan Alvey
- o Allan R. Cohen
- o J. Richard Hackman
- o Interaction Associates
- o Annie McKee
- o Fran Johnston
- o Judy Skoglund



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## PROGRAM ELEMENTS

### FOCUSED CONTENT AND FLEXIBLE FORMAT

The combination of professional relevance and dynamic interactivity make the **Stepping Up to Management** modules highly engaging and applicable to a new manager's tasks and responsibilities. The program enables new managers to learn their jobs—while performing them—with content that integrates into their day-to-day workflow.

**PRE-ASSESSMENT** A self-assessment instrument designed to prioritize the modules according to each individual's knowledge and the importance of tasks that lead to success on the job.

**MODULAR DESIGN** Eight easy-to-navigate modules allow managers to concentrate on specific management areas. Each module represents content from various experts in a just-in-time, flexible format.

**WORKFLOW INTEGRATION** Learners develop skills and insights while completing tasks required in the job at hand. Reflections facilitate learning from others; Activities provide experiential lessons on common management challenges; Tools help learners get organized, practice critical thinking skills, and enable learning on the job; Action Plans encourage real business results.

**GUIDES AND EVALUATIONS** The program includes a Facilitation Guide, a Guide for the New Manager's Supervisor, a Comprehension Test (level-2 evaluation), and Follow-Up Surveys for Participants (level-3 evaluation) and Supervisors (level-3 evaluation).

## SUPPORT

### IMPLEMENTATION SERVICES

**STEPPING UP TO MANAGEMENT** is quick and easy to deploy via your LMS or intranet. An implementation tool kit is available, and our Implementation Services Team can help you develop an effective rollout strategy. Customization is available to support co-branding, to link topics to corporate competencies, and to connect to your company's policies and procedures.

Many more Harvard Business Publishing offerings are available to help you achieve your leadership and management development objectives. Please contact us for information on our comprehensive portfolio of strategic content, programs, and services.

## LEARN MORE

**PHONE** 800-795-5200  
(Outside the U.S. and Canada, call 617-783-7888)

**EMAIL** [corporate@harvardbusiness.org](mailto:corporate@harvardbusiness.org)

**MAIL** 60 Harvard Way, Boston, MA 02163

**ONLINE** [www.harvardbusiness.org/corporate](http://www.harvardbusiness.org/corporate)

## TARGET AUDIENCE

**STEPPING UP TO MANAGEMENT** provides tools, ideas, checklists, and action plans for newly promoted managers. The program's resources help these managers to be effective in their management roles without getting bogged down by their new responsibilities.

## COMPLEMENTARY OFFERINGS

Extend the program's impact with additional leadership development offerings, such as:

- **LEADERSHIP TRANSITIONS**  
This interactive course provides managers with a systematic approach to prepare for and succeed in new positions, whether through internal promotions or external hire.
- **WHAT IS A LEADER?**  
An online interactive course designed to groom competent managers into exceptional leaders.
- **SIMULATIONS**  
Interactive courses that deliver world-class content that sharpens critical thinking and decision-making skills in realistic business situations.

Or select from our deep well of print and digital content. Ask your relationship manager for recommendations to match your current strategic initiatives.

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