



LIVE SEMINAR

# Be the Manager Your Employees Want to Follow



## THIS SEMINAR AT A GLANCE:

- Communicate clear directions, priorities and performance expectations
- Deliver constructive support and encouragement, even when an employee fails to meet expectations
- Teach employees to learn from successes and failures and to embrace both
- Provide incentives for above-average performance efforts
- Recognize employees' contributions and efforts in ways they appreciate
- Offer sincere, helpful feedback in a timely manner
- Create a clear commitment to professional development
- Facilitate open discussions with employees about career growth opportunities
- Delegate meaningful work and significant responsibilities
- Practice progressive discipline to reduce negative attitudes and behaviors
- Build opportunities to empower employees with a sense of ownership by lessening approvals and checkpoints

# Be the Manager Your Employees Want to Follow

S E M I N A R S U M M A R Y



## Keep Top Talent

Are you a manager who lost some of your best talent? According to a recent, preliminary report from the U.S. Bureau of Labor Statistics, 2.5 million American workers willingly left their positions. Why are so many employees willing to leave their employers? Are they leaving because of their managers? By improving your management and leadership style, you will be able to keep your top talent. Yes, you can change how they feel about YOU, the manager. Small things make a big difference in how employees feel about their manager.

## There is no such thing as the perfect manager

But this seminar will help you come close. Learn the skills you need to keep employees engaged at work. Gain perspective on how to develop your management style to harness the power of widespread employee engagement. Expand your knowledge, skills and abilities with insightful approaches and strategies that your employees will notice immediately.

## Don't Let this Happen in Your Organization:

- Your top performers leave
- Infighting, mistrust and lack of engagement plague what might otherwise be an amazing group of people
- Your team hides mistakes and errors because of your prior negative reactions and responses
- Your career stagnates

## What You Will Learn:

Discover how great managers take extra steps to ensure their work environments are open, trusting, innovative and productive. As a result, your employees will respond positively. Learn to deal with loss of enthusiasm on the job. Find out an acceptable approach to employee motivation. Determine what behaviors you should model for effective leadership and which techniques don't work.

## PROGRAM AGENDA

### Assessing Where You Are

- Discover your leadership style
- Refresh your enthusiasm for leading people
- Determine if you have been sending mixed signals to your workers
- Understand the primary reasons employees leave an organization

### Assessing Your Organization

- Discover whether or not your organization has what it takes to execute a working employee retention plan
- Uncover what excellent corporations do to motivate employees to do more
- Exchange ideas that promote collaboration in your organization
- Make an action plan
- Understand the difference between an organizational approach and a manager's solution to things gone wrong

### Promoting Employee Productivity

- Find out what questions to ask before you develop a policy aimed at motivating your staff

- Learn to communicate performance standards that are attainable for your employees
- Find out how to reward employees for performance and which award programs really work
- Be aware of what you are saying — and say it well

### Coaching and Developing Your Employees for Success

- Identify how "eligibility" and "suitability" work together to yield results
- Learn when an employee's "ability" is getting in the way
- Determine what to do about those that can, but won't
- Discover how to effectively coach for results: the four most challenging performer types

### Focus on Outcomes

- Discover which factors are the best indicators of success
- Accountability — learn to step in at the right time as a coach
- Be confident when you've done all you can do and need to let someone go

Create a more engaged, committed and talented workforce!



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