

Bud to BOSS

How to Survive – and Thrive – as a New Supervisor

You've earned this promotion... but are you ready for it?

It's finally happened. You've gone from following the directions...to giving them. And as great as that feels, what do you do once the excitement wears off—and it's time to get to work?

If you're looking for guidance and a few **fresh ideas to get you through that first critical period**—that small window of time you have to establish yourself as the new boss—you've come to the right place. The Bud to Boss training workshop provides everything you need to go from being the employee you were to the emerging manager and supervisor you are now.

Consider this: **40% of new managers fail within the first 18 months** of their promotions. Why? Because **they don't get the training and support they need** to deal with difficult situations, conflict, negotiations, HR issues, hiring and firing, and many other new situations they'll have to face for the first time.

Bud to Boss is **designed specifically to give first-time managers a comprehensive foundation** for their new management career. You've only got a short period of time to establish yourself and make your new position a success. **Don't waste it making rookie mistakes.** Register for Bud to Boss to make your first management position an instant success!

This was absolutely THE BEST training I have ever attended. The class was relaxed and the material was excellent. I can use most all of the content in the next few months. I wish it was longer.

— L. Schroyer,
Brewer Science Inc.,
Global treasury/AR Mgr.

2012 SCHEDULE

Mar. 19-20	Anaheim, CA	July 23-24.....	San Jose, CA
Mar. 22-23	Phoenix, AZ	Aug. 6-7	Atlanta, GA
Mar. 26-27	Chicago, IL	Aug. 9-10	Pittsburgh, PA
Apr. 2-3.....	Boston, MA	Aug. 13-14	Los Angeles, CA
Apr. 11-12	Nashville, TN	Aug. 16-17	Louisville, KY
Apr. 16-17	Houston, TX	Aug. 21-22	Cleveland, OH
Apr. 19-20	Philadelphia	Sept. 6-7	Portland, OR
Apr. 23-24	Salt Lake City	Sept. 10-11	Boston, MA
Apr. 26-27.....	Tampa, FL	Sept. 18-19	Chicago, IL
Apr. 30-May 1	Indianapolis	Sept. 26-27	San Antonio, TX
May 3-4	Denver, CO	Oct. 1-2.....	Philadelphia, PA
May 15-16.....	San Francisco	Oct. 16-17	Baltimore, MD
May 30-31	New York, NY	Oct. 29-30.....	Oklahoma City
June 4-5.....	St. Louis, MO	Oct. 31- Nov. 1	Buffalo, NY
June 7-8.....	Memphis, TN	Nov. 12-13	Austin, TX
June 19-20	Minneapolis, MN	Nov. 15-16	Milwaukee, WI
June 25-26	Seattle, WA	Dec. 4-5	Phoenix, AZ
July 16-17	Raleigh, NC	Dec. 11-12	Richmond, VA
July 18-19	Washington, DC		

REGISTER FOR ONLY \$549!
THREE EASY WAYS TO REGISTER:

Phone: (800) 791-8699

Online: BudToBoss.com

Email: Camps@BriefingsCustomerService.com

BudtoBoss.com

DAY ONE:

8:00 am Opening Remarks and Introduction

- Logistics, introductions and opening exercise

8:30 am Setting the Stage

- Create a personal definition of leadership
- 13 keys to leadership success

9:45 am Succeeding in Your Supervisor Role

- How to transition to your supervisory/leadership role, "from Bud to Boss"
- The 11 components of the supervisor role
- The control/empowerment balance
- The power of expectations

11:30 am Lunch

1:15 pm Communication Skills for Successful Supervisors

- How to effectively communicate with different people
- 7 ways to make your communication more powerful, persuasive and memorable
- 6 ways to listen better at work tomorrow - and every day
- 6 keys to winning presentations

3:15 pm Coaching and Feedback for Real Results

- Use the Coaching ABC's
- 10 ways to give better feedback
- 6 ways to make performance reviews less painful and more effective
- 10 ways to be more supportive
- How to use a practical coaching model

DAY TWO:

8:00 am Reviewing Day 1 and Setting up Day 2

- Includes warm-up exercise

8:15 am Leading and Championing Change

- The 4 levers of change - what they are and how to use them
- The critical differences between managing, leading and championing change
- 3 ways to overcome resistance
- 5 ways to accelerate organizational change

10:15 am Leading Teams to Higher Performance

- How to use the 4 stages of team development
- How to manage conflict on your team
- 3 ways to increase team energy and effectiveness
- 7 keys to better meetings

11:45 am Lunch

1:15 pm Leading Teams to Higher Performance (cont.)

2:15 pm Setting and Reaching Goals - for Yourself and Others

- 5 keys to a successful goal-setting mindset - and why it is important
- 10 steps to setting achievable goals
- How to engage others in team goal setting
- 5 ways to improve goal achievement success

4:15 pm Answering Your Pressing Questions

- We don't want you to leave with any other nagging questions answered — so here is your chance!

4:30 pm Action Planning

- You will leave with not just ideas but also a real plan to implement back at work!



Kevin Eikenberry is an expert on team and leadership development and is the Chief Potential Officer of The Kevin Eikenberry Group.

He has spent the past 15 years helping organizations all across North America with leadership, learning, teams and teamwork, creativity and more. His client list includes: the American Red

Cross, Chevron, Chevron Phillips Chemical Co., John Deere, Purdue University, Southwest Airlines, TriHealth, the U.S. Marine Corps, the U.S. Mint and many more.

He is a frequent presenter at professional conferences and a sought-after keynote speaker. He currently serves on four boards of directors in order to contribute, hone his leadership skills and add an additional dimension to his experiences.

He is the author of the bestselling books *Remarkable Leadership* and *Vantage-points on Learning and Life*, and a contributing author to more than 20 other books. He publishes four electronic newsletters and a popular blog, *Leadership & Learning*, collectively read by more than 80,000 people worldwide.



Guy Harris' career includes service as a nuclear engineering officer in the U.S. Navy submarine fleet, various supervisory/managerial roles in the chemical industry and personal business ownership. In the early 1990s, he began to actively pursue the practical application of leadership, communication, team building and conflict resolution principles.

He is a Certified Human Behavior Specialist, a Master Trainer in the DISC Model of Human Behavior, and a Conflict Resolution Subject Matter Expert.

As a consultant, trainer, and coach, Guy has worked with large and small clients, businesses, not-for-profit organizations, and individuals from Boston to Brisbane and from Ottawa to Orlando. His past clients include: Sun Chemical Co., Ivy Tech Community College, The Good Samaritan Society, Redbox, Purdue University, Delta Career Education, The American Farm Bureau Association, Panda Express, and many others.

Guy is the co-author of *From Bud to Boss: Secrets to a Successful Transition to Remarkable Leadership*, *Sell Naked on the Phone*, and *The Behavior Bucks System*. He has been a contributing author, content developer and editor on other books and training materials including: *Presenting With Style*; *Leadership @ Work*; *Leadership Brief and To The Point*, and *Leadership: It's an Inside Job*.



Sara Jane Hope is an experienced, dedicated, and enthusiastic trainer, facilitator, and coach. Having worked in employment and training since 1980, she is a training and human resources professional dedicated to making a difference in the performance and knowledge of her trainees and the companies or organizations with whom she works. She is known for her interactive sessions that use many accelerated learning techniques.

Sara Jane develops and conducts many types of seminars and presentations on such topics as management development, interpersonal skills, customer service, team building, and leadership. Experienced as a facilitator for strategic planning and client focus group sessions, she has been asked to provide this service to both profit and not-for-profit organizations. Sara Jane reviews management and professional manuscripts for Berrett-Koehler publishing company and is currently working on her first book. She has been a breakout session or luncheon speaker for several professional organizations and has conducted many leadership and management webinars.



Marla Allen brings energy, enthusiasm, and passion to her role as a trainer and coach. She has over 20 years of broad based executive human resources and organizational development and training experience. She has a passion for "maximizing people, potential, performance, and profit". Marla is a gifted leader, professional facilitator and trainer, and works as both a consultant and coach. With her experience, Marla helps move individuals and organizations from analytics to action and improved bottom line results