

# Bud to BOSS

## PROGRAM AGENDA:

### BLOCK I: THE ESSENTIALS

#### Opening and Introduction

- Logistics, introductions and opening exercise

#### Setting the Stage

- A supervisor's definition of leadership
- 13 keys to leadership success

#### Succeeding in Your Supervisor Role

- How to transition from Buddy to Boss
- The 7 components of the Supervisor role
- The control/empowerment balance
- The power of expectations

#### Communication Skills for Successful Supervisors

- How to effectively communicate with different people
- 6 ways to make your communication more powerful, persuasive and memorable
- 5 ways to listen better at work tomorrow (and everyday)
- 5 keys to winning presentations

#### Coaching and Feedback for Real Results

- 3 sources of feedback
- 4 types of feedback
- 10 ways to give better feedback
- 5 ways to make performance review less painful and more effective
- 10 ways to be more supportive
- How to use a practical coaching model as a supervisor

### BLOCK II: BEYOND THE BASICS

#### Reviewing Day 1 and Setting up Day 2

- Includes warm up exercise

#### Leading and Championing Change

- The four levers of change – what they are and how to use them
- The critical differences between managing, leading and championing change
- Why resistance doesn't have to be a bad thing
- 3 ways to overcome resistance
- 5 ways to accelerate organizational change

#### Leading Teams to Higher Performance

- How to use the 4 stages of team development
- How to manage conflict on your team
- The 4 major elements of team performance
- 7 keys to better meetings
- The role of a team leader

#### Setting and Getting Goals (For Yourself and Others)

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

#### Answering Your Pressing Questions

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

#### Action Planning

- You will leave with more than ideas, but a real plan to implement back at work!

The announcements have been made and the congratulations are over.....now what? As a new supervisor, the vast number of decisions you are suddenly facing can be overwhelming. And one of the major reasons first-time supervisors fail is that they are not given adequate training or support. This unique training course is designed to equip new supervisors (like yourself) with the fundamental skills you need to skillfully shift from team member to leader. Attend the Essential and Advanced Courses or select the one that best fits your needs - the choice is yours!

## PRESENTER



### Kevin Eikenberry

Kevin Eikenberry is an expert on team and leadership development and the Chief Potential Officer of The Kevin Eikenberry Group. He has spent the last 15 years helping organizations all across North America on leadership, learning, teams and teamwork, creativity, and more. His client list includes: the American Red Cross, Chevron, Chevron Phillips Chemical Company, John Deere, Purdue University, Southwest Airlines, TriHealth, the U.S. Marine Corps, the U.S. Mint, and many more. He is the author of the bestselling books Remarkable Leadership and Vantagepoints on Learning and Life, and a contributing author to over 20 other books. He publishes four electronic newsletters and a popular blog (<http://www.kevineikenberry.com/blogs/index.asp>), collectively read by over 80,000 people worldwide.

### Block I - The Essentials: Block II - Beyond the Basics:

Block I .....	\$249
Block II .....	\$249
Blocks I & II .....	\$449

#### Pass includes:

- ✓ Access to Bud to Boss Sessions
- ✓ FREE audio CD of "Succeeding as a New Supervisor - Training Your Next Superstar" (a \$200 value!)
- ✓ FREE audio CD of "Managing Workplace Conflict: Who Are These People - and why are they Driving Me Crazy?" (a \$200 value!)