

— ALL THE DETAILS

NEW MANAGER BASICS *package*

Are you ready to hit the ground running as a new manager?

We've designed a dynamic six-session program specifically tailored to equip new managers like you with the essential tools and strategies needed to excel in your role.

We'll deep dive into critical areas such as setting clear expectations with your team, mastering the art of effective hiring, building strong and lasting relationships, defining a compelling vision, and leading with your unique strengths. What sets our program apart is its practical approach.

We go beyond theory and provide you with real-world scenarios, case studies, and interactive exercises that allow you to apply your learning immediately.

Let's get started!

WHAT IT INCLUDES

52-page workbook with
pre and post-session
activities
(both digital and print)

Coaching journal

6 sessions (60 mins)
with a career coach

INVESTMENT: \$1,499

SESSION INFORMATION

NEW MANAGER BASICS
package

01

SETTING REALISTIC EXPECTATIONS

As a manager it is critical that you set clear expectations for yourself and for your team. Clear expectations encourage feelings of stability and safety among your team members. Not only does this create the framework for a healthy culture, but it also sets the stage for your team to deliver outstanding results.

» [Setting Employee Expectations](#)

02

HIRING NEW EMPLOYEES

The selection of new team members lays the foundation for the success and cohesion of the entire team. Taking the time to meticulously assess candidates' qualifications, skills, and cultural fit ensures that the team not only possesses the required expertise but also shares a common vision and work ethic. Together we will walk you through the new hire process and give you all the resources needed to be a success!



» [Hiring 101: A Quick & Dirty Guide for First-Time Hiring Managers](#)

03

BUILDING RELATIONSHIPS

Trust forms the cornerstone of effective leadership, enabling open communication, collaboration, and a sense of security among team members. When employees trust their manager, they are more likely to share ideas, voice concerns, and seek guidance, leading to improved problem-solving and innovation. Together we will explore what trust looks like in the workplace and help you create a plan to foster trust among your team members.

» [The Anatomy of Trust](#)

continued: SESSION INFORMATION

NEW MANAGER BASICS
package

04

DEFINING YOUR VISION

A well-defined vision serves as a source of inspiration, motivating your team during challenging times and igniting a collective drive to surpass expectations. In this session, we will explore your vision and distill it down to one sentence that can be used as north star for you and your team.

» [Great Managers Have a Vision](#)

05

MANAGING WITH STRENGTHS

We know that the manager role is essential to every organization's success, which is why we aren't providing one-size-fits-all management advice. You, your talents, your team and your management style are unique. Together we will use the CliftonStrengths Manager report to guide the creation of a management plan that aligns with your unique strengths.

» [CliftonStrengths for Managers](#)



06

PUTTING IT INTO ACTION

Together we will review the concepts you have learned over the course of this 6 week journey, clarify any stuck points, and answer any questions you have so you feel confident in your role as a New Manager!

» [How New Managers Can Send the Right Leadership Signals](#)