

MOVING INTO MANAGEMENT

CERTIFICATE

Professionals are often rewarded for excellent job performance with promotions into leadership roles; however, they are not always equipped for the transition.

This two-day introductory leadership program is designed to equip new and upcoming managers with the necessary skills to be successful in their roles. Frequently, managers struggle with the transition from peer to supervisor because they have not been trained or even exposed to leadership best practices. Filled with discussions, case studies, and experiential activities, participants will explore concrete and practical examples to equip themselves with the needed tools and skills as they move into management.



Audience:

New managers, those with 1-3 years of managerial experience, and identified future managers within an organization.

Duration:

This program consists of two full-day, in-person sessions.

**Cost: \$1,400 General Registration
Select Discounts Available**

1.2 CEUs will be issued for this program

Digital Badge:

Xavier Leadership Center is proud to offer each participant a digital badge in *Moving into Management* once participants have met program completion criteria. Digital badges include a direct link to view program credentials and can be utilized by participants on social media and digital resumes.



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PROGRAM COMPONENTS:

Setting the Leadership Foundation:

- Compare and contrast leadership and management in a post-pandemic and increasingly complex world
- Explore various management styles and their benefits and advantages
- Realize the importance of emotional intelligence and self-awareness

Effective Communication and Relationship Building:

- Explore the art of clear, persuasive, and empathetic communication
- Recognize the underlying message of nonverbal communication and body language
- Learn how to actively listen and provide constructive feedback
- Build trust and rapport to develop strong relationships with team members and direct reports
- Understand the sources of conflict and how to address them



Unlocking the Potential of Teams:

- Discuss team roles and dynamics
- Utilize the five stages of team development to build and lead effective teams
- Empower others through coaching, feedback, and ongoing development via one-on-ones
- Learn techniques for motivating and engaging team members while recognizing and rewarding contributions

Problem-Solving and Decision-Making:

- Evaluating problems to make informed decisions
- Communicating complex decisions to various audiences
- Recognizing the importance of ethical behavior in decision-making
- Overcoming resistance to change and developing a culture of adaptability

Leading into the Future:

- Discover ways to leverage an organization's Human Resources office.
- Align actions and team deliverables with organizational goals
- Leveraging SMART goals for personal and team member growth
- Establish practices, behaviors, and habits of continuous improvement