

Make the Leap from Contributor to Manager!



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This unique 1 day workshop is not a typical skills development course! It will help you truly recognize the differences between being a Contributor vs. a Manager, then help you to put those differences to work. Receive valuable tips, techniques and methods that will help bring out the strong manager within you!

I. Individual Contributor vs. Manager:

- ✚ What are the differences between being a “Contributor” and a “Successful Manager”?
- ✚ How do you change your thinking and make that leap?
- ✚ How do you manage overall projects?

II. Be More Effective with “The Platinum Rule”, than “The Golden Rule!”

- ✚ Styles in the Workplace - What’s yours?
- ✚ How can you “Flex your style” to be more effective with others?

III. 360° Management

- ✚ Manage Upward, downward and sideways. They’re all different!
- ✚ Reduce Fire-fighting - Make time to be a Manager
- ✚ Delegate – Don’t hand off. Make the time to be both tactical and strategic
- ✚ “From Pain to Polish” -eliminate your fear of public speaking

IV. The Manager as Coach

- ✚ Learn how to be an effective, supportive and communicative boss
- ✚ Active Inquiry
- ✚ Say “No” by saying “Yes”! - Improve your Customer Service

V. “BRAG – The Art of Tooting your Horn without Blowing it!”

- ✚ Promote your services, your team, yourself and the value of your services

VI. “Love’em or Lose’em!”

- ✚ Attract and Retain strong employees
- ✚ “Push vs. Pull” – motivating and inspiring employees - Make them follow you because they want to, not because they have to!
- ✚ Remote Management – Challenges and Best Practices

Some Clients’ Companies: Countrywide Financial, Warner Bros. DIRECTV, Trader Joe, CSC, Mattel, E! Entertainment, Fox Filmed Entertainment, Vivendi Universal, The Guitar Center, Kaiser Permanente, ABC News, Southern California Broadcasters’ Association, Bank Leumi, First American Corp., Sabre Airline Solutions, Quest Diagnostic Labs, CB Richard Ellis, IPC The Hospitalist Company, mPRm Public Relations Co....