

# AUREON HR

## Virtual Training for New Managers

*Seven, 90-minute virtual training sessions with the following topics and learning objectives\**

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**Session One: Leading with Style: Enhancing Your Emotional and Social Intelligence**

Tuesday, January 15<sup>th</sup> at 2:30PM CST

**Session Two: Team Development and Effective Communication**

Tuesday, February 5<sup>th</sup> at 2:30PM CST

**Session Three: Coaching and Conflict Management**

Tuesday, February 26<sup>th</sup> at 2:30PM CST

**Session Four: HR 101 – What New Managers Need to Know**

Tuesday, March 19<sup>th</sup> at 2:30PM CST

**Session Five: Strategic Thinking and Goal Setting**

Tuesday, April 9<sup>th</sup> at 2:30PM CST

**Session Six: Time Management, Prioritization and Delegation**

Tuesday, April 30<sup>th</sup> at 2:30PM CST

**Session Seven: Recruiting and Hiring**

Tuesday, May 21<sup>st</sup> at 2:30PM CST

*\* Learning objectives found on following pages.*

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# Virtual Training for New Managers

*Seven, 90-minute virtual training sessions with the following topics and learning objectives*

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## **Session One: Leading with Style: Enhancing Your Emotional and Social Intelligence**

Participants will:

- Define the impact they want to make
- Consider their role in good and challenging relationships
- Understand dominant patterns of behavior
- Learn their SOCIAL STYLE and the characteristics, strengths, weaknesses, needs, and stress triggers that align with their SOCIAL STYLE
- Consider the SOCIAL STYLE of people they work with; as well as their characteristics, strengths, weaknesses, needs and stress triggers
- Outline three things they can do differently because of session

## **Session Two: Team Development and Effective Communication**

Participants will:

- Share their definition of a high-performing team
- Learn about four stages of team development and identify what stage they feel their team is in
- Be introduced to team success factors; the foundation of a high-performing team
- Consider different types of communication styles in the workplace
- Review SOCIAL STYLE and each Styles' unique communication dynamics
- Outline three things they can do differently because of session

## **Session Three: Coaching and Conflict Management**

Participants will:

- Discuss experiences they have had throughout their lives with good and bad coaches while identifying characteristics of each
- Learn the differences between a coach and a boss
- Review coaching questions
- Understand why coaching is a key to managing conflict
- Review SOCIAL STYLES and how to meet others' needs with through coaching
- Outline three things they can do differently because of session

## **Session Four: HR 101 – What New Managers Need to Know**

Participants will learn about:

- Interviewing Basics
- Policies before Problems
- EEOC, Harassment, Discrimination
- Exempt and Non-Exempt Classification
- FMLA and ADA
- Documentation
- Employee Engagement

## **Session Five: Strategic Thinking and Goal Setting**

Participants will:

- Understand differences between being an individual contributor, manager and leader
- Learn three leadership perspectives and the differences between strategic and tactical thinking
- Consider key phases of a strategic plan and their role in the process
- Define the purpose and values of their role and team
- Set three goals that align with their purpose, values and organizational objectives
- Outline three things they can do differently because of session

## **Session Six: Time Management, Prioritization and Delegation**

Participants will:

- Identify top priorities that should get most of their time and attention
- Review time study and identify the leadership perspective most of their time is spent in
- Discuss what they need to keep doing and what they should stop doing
- Consider members of their team and potential to delegate
- Review SOCIAL STYLES in relation to time management and delegation
- Outline three things they can do differently because of session

## **Session Seven: Recruiting and Hiring**

Participants will:

- Understand the differences between recruiting and hiring
- Identify a position they have open or could have open in the future
- Learn about the ideal candidate profile while defining their ideal candidate
- Write three behavioral interview questions that align with their ideal candidate profile
- Outline three things they can do differently because of session