

## MANAGING PEOPLE & TEAMS WELCOME PACKAGE

### Program Overview

Managing People & Teams is a foundational leadership training program that equips newer managers/people leaders (like you) with essential tools to lead yourself and others effectively.

You will emerge from the program with a foundational set of self and people leadership skills including an increased ability to:

1. Articulate your strengths and understand areas of development based on self reflection and feedback from others
2. Empower your team's performance and learn how to set clear expectations, share feedback and hold accountability for commitments
3. Delegate effectively and collaboratively including establishing clear delegation criteria
4. Establish effective time management strategies, habits, and goals
5. Communicate clearly, effectively, and with empathy especially during times of change and conflict
6. Strategically build mutually beneficial relationships internally and externally
7. Practice 'thinking big' and aligning your team's actions and behaviours with the organization's goals

This virtual program runs for 7 weeks and consists of:

- 7 x 90-minute virtually facilitated learning sessions
- 2 x 45-minute virtual small group learning pod meetings – self facilitated
- 1 X 30-minute meeting with your Direct Leader to share key learnings

The total participant time commitment is approximately 15-18 hours (includes sessions, learning pod meetings, and pre-reading and assignments).

Please bookmark the customized online training hub ([www.jenniferdeane.ca/ghfc](http://www.jenniferdeane.ca/ghfc)) where you can access your program information, resources, and homework.

We are excited to work with you in the upcoming Managing People & Teams Program! Please [contact us](#) if you have any questions.

Warm Regards,



# MANAGING PEOPLE & TEAMS WELCOME PACKAGE

## Program Timeline

Session	Spring Cohort
<b>Virtual Session 1</b> <ul style="list-style-type: none"> <li>Building Your Leadership Identity – Knowing Your Strengths &amp; Areas of Development</li> <li>Balancing Managing &amp; Leading – Why Each One is Important When You are a People Leader</li> <li>Setting Expectations Clearly/Delegating Collaboratively – The #1 Skill That New People Leaders MUST Develop to be Successful in Their Role</li> </ul>	Thurs March 30 10-1130am Pacific
<b>Virtual Session 2</b> <ul style="list-style-type: none"> <li>Leadership Conversations – Learn how to Develop Others &amp; Empower Performance through Clarity, Feedback &amp; Accountability Conversations – Spoiler Alert – these conversations are often called difficult conversations however they don't have to be with the right skills and approach</li> </ul>	Thurs April 6 10-1130am Pacific
<b>Learning Pod 1</b>	Between Session 2 & 3
<b>Virtual Session 3</b> <ul style="list-style-type: none"> <li>Aligning Your Time With Your Priorities</li> <li>Leading Meetings to Engage Others, Build Team &amp; Produce Results</li> </ul>	Thurs April 13 10-1130am Pacific
<b>Virtual Session 4</b> <ul style="list-style-type: none"> <li>Communicating Clearly &amp; Confidently – How to Prepare, Connect &amp; Follow up Effectively to Inspire Others</li> <li>Navigating Difficult Conversations to Build Your Self Awareness and Collaborate Effectively With Others Even in Conflict</li> </ul>	Thurs April 20 10-1130am Pacific
<b>Learning Pod 2</b>	Between Session 4 & 5
<b>Virtual Session 5</b> <ul style="list-style-type: none"> <li>Building Mutually Beneficial Relationships &amp; Networks</li> </ul>	Wed April 27 10-1130am Pacific
<b>Virtual Session 6</b> <ul style="list-style-type: none"> <li>Leading Change Confidently to Inspire Commitment &amp; Action</li> </ul>	Wed May 4 10-1130am Pacific
<b>Leader Meeting</b> <ul style="list-style-type: none"> <li>Share the key learnings from your participation in the program and discuss next steps for your ongoing development</li> </ul>	Between Session 6 & 7
<b>Virtual Session 7</b> <ul style="list-style-type: none"> <li>Planning &amp; Thinking Strategically to Shape the Organization's Future Growth &amp; Success &amp; Program Close</li> </ul>	Wed May 11 10-1130am Pacific



## Jennifer Deane, Lead Facilitator & Coach



Jennifer is a Professional Certified Coach, Consultant, and Facilitator. She has over 20 years of experience bringing out the best in leaders and teams through coaching and targeted training and development. Jennifer specializes in coaching leaders to inspire others with their ability to listen and communicate with confidence, clarity, and conviction. She works with her clients to develop visionary and strategic thinking that empowers them to lead with purpose and integrity.

Jennifer has coached leaders at all levels across sectors in public and private organizations globally. Jennifer brings passion and energy to every exchange and truly partners with her clients to achieve their personal and professional goals. Jennifer's clients are peppered around our planet actively making a difference in their homes, organizations, and communities while living and leading with passion, clarity, and purpose.

