

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 75-minute virtually facilitated learning sessions
- 2 x 45-minute virtual small group learning pod meetings – self facilitated

The total participant time commitment is approximately 12 hours (includes sessions, learning pod meetings, and pre-reading and assignments). Virtual sessions will be recorded to facilitate absences due to holidays and/or work commitments.

Please bookmark the customized [online training hub](http://www.jenniferdeane.ca/ccsa) (www.jenniferdeane.ca/ccsa) 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,



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Program Timeline

Session	Dates & Times
Virtual Session 1 <ul style="list-style-type: none"> Building Your Leadership Identity – Knowing Your Strengths & Areas of Development Balancing Managing & Leading – Why Each One is Important When You are a People Leader Aligning Your Time With Your Priorities 	August 15 2:30-3:45 pm Eastern
Virtual Session 2 <ul style="list-style-type: none"> Communicating Clearly & Confidently – How to Prepare, Connect & Follow up Effectively to Inspire Others Setting Expectations Clearly/Delegating Collaboratively 	August 22 2:30-3:45 pm Eastern
Learning Pod 1 - Attend a small group learning pod to discuss progress in the program	Between Session 2 & 3 - self booked & facilitated
Virtual Session 3 <ul style="list-style-type: none"> Leadership Conversations - Learn how to Develop Others & Empower Performance through Clarity, Feedback & Accountability Conversations - Spoiler Alert - these conversations are often called difficult conversations however they don't have to be with the right skills and approach 	September 5 2:30-3:45 pm Eastern
Virtual Session 4 <ul style="list-style-type: none"> Leadership Conversations Con't Navigating Difficult Conversations to Build Your Self Awareness and Collaborate Effectively With Others Even in Conflict 	September 12 2:30-3:45 pm Eastern
Learning Pod 2 - Attend a small group learning pod to discuss progress in the program	Between Session 4 & 5 - self booked & facilitated
Virtual Session 5 <ul style="list-style-type: none"> Leading Meetings to Engage Others, Build Team & Produce Results Building Mutually Beneficial Relationships & Networks 	September 19 2:30-3:45 pm Eastern
Virtual Session 6 <ul style="list-style-type: none"> Leading Change Confidently to Inspire Commitment & Action 	September 26 2:30-3:45 pm Eastern
Virtual Session 7 <ul style="list-style-type: none"> Planning & Thinking Strategically to Shape the Organization's Future Growth & Success & Program Close 	October 3 2:30-3:45 pm Eastern



Program Team

Diana Pavlovská, Lead Facilitator & Coach



Diana Pavlovská is a Leadership and Communications Facilitator based in Vancouver, Canada. With over 15 years of experience working with Fortune 500 companies, Diana has gained a reputation for working with leaders in organizations globally. She excels in helping leaders communicate with clarity, and authentic executive presence. Diana serves as faculty at the UBC Sauder School of Business. In addition to her international experience in the corporate world, Diana is an award-winning film and television actor and acting coach.

Jennifer Deane, Program Developer



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 developing training and coaching programs for emerging and newer leaders.

