



What Good Managers Do: The First 100 Days

Course Description

This course will give new managers the basics of effective management for their first 100 days on the job. Professionals who have achieved success as individual contributors often transition into management roles. New managers want to be able to step forward and assume their new responsibilities with confidence. You want to be able to conduct performance appraisals, monitor work processes, communicate effectively with team members, build an internal network of supportive colleagues, and avoid common management pitfalls. You also want to be able to resolve conflicts that arise, coach people to give great performances, and serve as an advocate for your team within the wider corporate structure.

Course Objective

You will effectively navigate the first 100 days on the job as a manager.

Target Student

This course is intended for a wide range of first-time managers and staff members who are considering transitioning to management roles.

Prerequisites

None.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- make the transition from team member to manager by gathering critical information, familiarizing yourself with workplace priorities and requirements, holding meetings with key players, establishing trust and credibility, and managing the basic elements of work.



- identify methods of coaching great performances from your team members, resolving the everyday conflicts that arise, and working within the corporate structure by managing up.

Course Content

Lesson 1: Making the Transition

- Topic 1A: Position Yourself for Success
- Topic 1B: Begin the Transition
- Topic 1C: Manage the Basic Work Elements

Lesson 2: Building A Winning Team

- Topic 2A: Coach for Great Performance
- Topic 2B: Resolve Conflict within the Team
- Topic 2C: Represent Your Team