



One Day Managing People Not Like You – Running Order

Your output is a consequence of all the inputs others give you, they have choices.

Workshop Duration *Six Hours 30 minutes*

Workshop Purpose

- To more clearly understand of our interdependence upon each other.
- To improve skills so attendees may effectively and efficiently lead and manage their direct reports; and influence and persuade their manager, peers and external customers.

Session 1 Managing yourself

- 1.1 The Final Outcome What is holding your team back from 100% capacity
- 1.2 What behaviours and attitudes must you improve this year?
- 1.3 What two business relationships must you improve this year?
- 1.4 What skill of leadership will you improve this year?

Session 2 The Landscape

- 2.1 The rules of Capitalism
- 2.2 Self Esteem is the fuel in the tank
- 2.3 Taking Responsibility

Session 3 We are all in this together

- 3.1 Key relationships, Boss, Direct Reports, Colleagues, Clients.
- 3.2 Interacting with Boss and Internal Colleagues.
- 3.3 Direct Reports & Purpose, Process and People.
- 3.4 What do clients want
- 3.5 What must your team always do to ensure clients' expectations are met?

Session 4 Managing people not like you

- 4.1 Why and how are people different
- 4.2 The history of personality assessment
- 4.3 Personality personal assessment
- 4.4 The Four Personality Types
 - 4.4.1 What gifts/difficulties does your personality bring to the party?

Session 5 Who is in your team

- 5.1 What are the personality types within your team, where do they sit?
- 5.2 Write down 4 words that you would use to describe each individual to us?
- 5.3 What do you want each individual to do more/less of?
- 5.4 What do you want each individual to do completely differently?
- 5.5 What are you going to do differently in managing each individual?

Session 6 Managing yourself

- 6.1 What are the qualities of successful team leaders & team members?
- 6.2 What are the actions that add to or take away peoples self-esteem?
- 6.3 What will you do differently in the next 90 days in managing
 - 6.3.1 Yourself
 - 6.3.2 Your Team
 - 6.3.3 Your Boss
- 6.4 Your personality profile.