



## NEW LEADER ESSENTIALS

# Workshop Descriptions

A program for people who are **NEW TO LEADING A TEAM** or would like to refresh their foundational leadership skills.

### PROGRAM INCLUDES:

- ✓ Five 2-hour live on-line workshops
- ✓ Communication Style Assessment
- ✓ 2 Lunch & Learn Events
- ✓ Individual Leadership Action Plan Coaching Session
- ✓ Team Website & Social Channel

### COST:

\$1,350 per participant

### DATES & TIMES:

12:30 PM - 2:30 PM EST  
4/23, 5/7, 5/21, 6/4, & 6/18

← Click or scan to register!



\*Ask us about small to midsize company and non-profit discounts! Group discounts are also available.

### ORIENTATION / MAKING THE SHIFT:

Learn how you will get the most out of the program, meet the team, understand the leadership mindsets and skillsets that will help you make the shift from being an individual contributor to leading a team.

### COMMUNICATION STYLES:

Discover your communication style and learn how to flex our styles to best communicate with others.

### CREATING A CULTURE OF FEEDBACK:

Explore the purpose of feedback, how to receive feedback in a way that promotes a feedback culture, and how to share feedback regularly and effectively with partners and direct reports.

### WORKING TOGETHER:

Learn how to get work done with and through your team – prioritization, delegation, follow-up, and planning.

### PUTTING IT ALL TOGETHER:

Dive into case studies and bring personal examples to practice using what you've learned. Then, create an action plan for how you'll use the skills with your team.

“Helping a new manager succeed doesn’t benefit only that individual. Ensuring the new manager’s success is also crucially important to the success of the entire organization.”

~ Linda Hill, researcher and author of *Becoming the Boss*

## WHAT TO EXPECT:

Participants in New Leader Essentials will gain valuable and applicable skills, contributing to their successful transition to leading a team. Throughout the program, participants will experience live online workshops that are interactive, creating a safe space for asking questions and identifying ways to apply the concepts to work. Participants will experience group activities and discussions that make the learning more fun and help it stick.

## LUNCH & LEARNS:

We will host two 1-hour live online sessions where we will discuss:

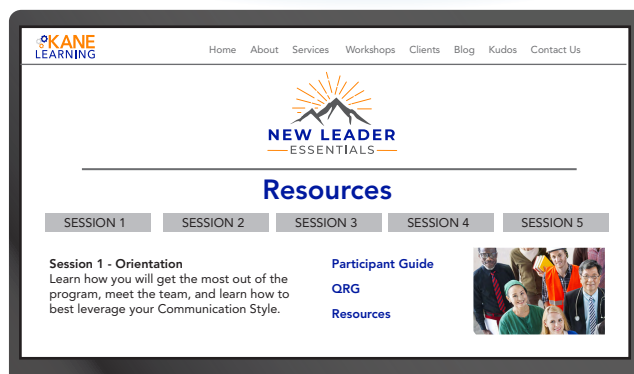
**New Leader Best Practices** - As a new leader, others have gone before you. This is a chance for you to submit your questions about how to handle the leadership questions on your mind, then get answers from seasoned leaders.

**Get to Know HR** - As a new leader, you are not alone on the journey. This is a chance for you to submit your questions then get answers to all the questions you're dying to know but are afraid to ask your HR partner.

## WORKSHOP AGENDA:

- 15 min Introduction, recap learning from the prior session
- 40 min Skill building, group engagements
- 10 min Break
- 30 min Practice and apply skills to your current role and job
- 15 min Learn from each other, best practice sharing
- 10 min Wrap up, action plan for next session

April 23, 2024 12:30-2:30PM EST	Orientation / Making the Shift
May 7, 2024 12:30-2:30PM EST	Communication Styles
May 14, 2024 12:00-1:00PM EST	Lunch & Learn: Best Practices
May 21, 2024 12:30-2:30PM EST	Creating a Culture of Feedback
May 28, 2024 12:00-1:00PM EST	Lunch & Learn: Get to Know HR
June 4, 2024 12:30-2:30PM EST	Working Together
June 18, 2024 12:30-2:30PM EST	Putting It All Together



Team Website  
Portal

Private  
Social  
Channel

If you have additional questions about this program, please contact us at [KLTeam@KaneLearning.com](mailto:KLTeam@KaneLearning.com)