

# FINALLY! An end to the challenge of growing effective Managers.



Announces the.....

## Stepping Up To Management Skills Development Workshops.

A Step-By-Step blended learning program designed to meet the challenges of newly promoted and particularly first-time managers or supervisors. This program is based on the work of recognized experts in management development including Linda Hill, Harvard Business School professor and best-selling author of *Becoming a Manager* and Michael Watkins, author of *Right from the Start* and many others.

This program will enable managers to:	This program will enable your company to:
<ol style="list-style-type: none"> <li>1. Learn new skills while staying on top of their work</li> <li>2. Increase their confidence to lead their teams</li> <li>3. Be effective in their new managerial role</li> <li>4. Establish a unique management style</li> <li>5. Get on their feet quickly...without getting overwhelmed</li> </ol>	<ol style="list-style-type: none"> <li>1. Enable new managers to deliver results faster</li> <li>2. Increase the successful transitions, boosting morale and productivity at all levels</li> <li>3. Avoid derailments, saving significant retraining or rehiring expenses</li> <li>4. Foster a close relationship between the new manager and the manager's supervisor, who will be better able to coach them though the transition.</li> </ol>

**“The “Stepping Up To Management” Program has certainly addressed the real needs of new Managers. It helps them to hit the ground running. The material and the delivery of the presenter are impressive. I am happy that I was nominated for such an interesting, hands-on program and willingly recommend it to all my colleagues. I have freed up so much time and space from the insights and tools in the “Working through Others” Module. I believe this is a fantastic program that will produce professional and efficient Managers anywhere.” – Dennis Beckford, Senior Operations Officer - BOJ**

### Program Structure, Content, Tools & Pricing

Features	Stepping Up To Management
Modules	Understanding Your New Role; Working Through Others; Managing Performance; Organizing Resources, Meetings & Time; Managing a Group; Supporting Your Boss & Organization, Networking with Colleagues; Evolving as a Manager
Delivery Methodology	<ol style="list-style-type: none"> <li>1. Four 1-day workshops each focusing on the fundamentals and practices of two modules,</li> <li>2. Three way accountability structure for implementation of each module's Actions Plan.</li> </ol>
Certification	A Harvard Business Publishing Certificate of completion will be received by successful participants. (sample attached)
Classroom Dates	Mar.18, Apr.15, May 20 & June 17, 2009
Pricing	<del>US\$975.00</del> US\$875.00 per participant (includes 1 year access to Online program, breaks and lunch) ( <b>Group discounts available</b> ).

**Within 1 month** of starting the program I designed, got buy-in and have executed a system that has **reduced the backlog in one of our main functions by 82%**. My immediate supervisor as well as the AVP has expressed their delight with the drastic improvements. I must take this opportunity to thank my supervisor and my company's HR and Training Department for choosing me for this course with Harvard Business Publishing in association with KnowledgeWorks. It will greatly assist me in understanding my role, managing my time and resources while working with others to achieve set goals. – **Erica Prendergast, Team Leader – Sagicor Life**

### Contacts For More Detailed Information and Registration:

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**REGISTRATION FORM**

**Course Title:**     Coaching For Results     Stepping Up To Management

**Course Venue:**    The College of Insurance & Professional Studies  
 3A Richmond Avenue, Kingston 10

**Workshop Dates:**

**Total Tuition:**    Coaching For Results - U\$600.00; Stepping Up to Management U\$975.00s

Company:		
Address:	City:	Country:
Manager:	Tel #:	e-mail:

Kindly accept registration for the following individuals

	Participant	Email Address
1		
2		
3		
4		
5		

**Please make your draft payable to Knowledge Works Consulting and return your completed registration form with payment to:**

Knowledge Works Consulting  
 4 Gerbera Close, Mona Heights, Kgn. 6  
 • Ph: (876) 977-6227, 361-3048, 298-5335-6  
 Fax: (876) 946-1359  
**Attention: Sherine Thompson**

*Enclosed please find payment for                      persons, in*

**US\$Draft #** \_\_\_\_\_

**Credit Card as detailed below**

Visa     MasterCard     Keycard: Expiry:

Name of Cardholder:

Card Number:

Signature: