Transition to Manager: A One-Week Boot Camp

WHO SHOULD ATTEND

» New managers and supervisors
» Experienced managers who want to further develop skills
» Managers who haven’t received formal training
» Those looking to attain a management role in the future

go.wisc.edu/bootcamp
Transition to Manager: A One-Week Boot Camp is one of three courses needed to complete your Foundations of Management Certificate:

This certificate will help you gain the skills and confidence needed to manage and motivate teams, influence stakeholders, leverage resources, and enhance business processes to meet strategic goals.

The courses consist of self-assessments, case studies, peer-to-peer learning, and actionable plans to improve individual and team performance that you can use right away.

Learn more about the Foundations of Management Certificate: go.wisc.edu/fm-certificate
Develop Your Personalized Management Skills

Whether you are brand new to management or have been managing teams for years, Transition to Manager: A One-Week Boot Camp offers a unique and customized learning experience unlike anything else. During this program you will learn how to overcome conflict, how to promote productivity, how to define your management style, how to establish goals, and how to communicate effectively.

Unique, Individualized Material

The Transition to Manager Boot Camp offers the opportunity to learn management practices and techniques that aren't taught anywhere else in the world. Learning materials include:

- What’s expected of me?
- What/how should I develop?
- How am I doing? How did I do?
- How will I be rewarded?
- What’s next for me?

Six Conversations: A Simple Guide for Managerial Success
BY STEVE KING

Brag, Worry, Wonder, Bet: A Manager’s Guide to Giving Feedback
BY STEVE KING

KEY LEARNINGS

Objectives

Learn more:
go.wisc.edu/bootcamp

- How to develop and reward your team
- 70 – 20 – 10 Rule
- Keys to emotional intelligence
- Communication process
- Different conflict management styles
- Managing through change
How to Successfully Give Performance Feedback

Giving someone feedback can be a daunting task for a manager, especially when an employee is underperforming. If you want to give feedback to others on a regular basis, you need a proven approach to improve the quality of your conversations.

You Will Also Learn:

01 **Brag**
Reinforcing and praising for things that have been going well for an employee.

02 **Worry**
Showing concern for things that are not going well and should be improved.

03 **Wonder**
Curiosities about things that may be impacting an employee’s performance.

04 **Bet**
Making predictions about the future for an individual.
Program Schedule

» **DAY 1 Employee Performance Management**
Manage employee performance using the *Six Conversations* model.

» **DAY 2 Influencing Employee Productivity and Process Management**
Positively influence employee productivity with problem-solving and process management skills.

» **DAY 3 Self-Assessment of Strengths and Weaknesses**
Increase self-awareness of your strengths and weaknesses to improve trust and credibility.

» **DAY 4 Motivation and Conflict Resolution**
Manage conflict and differences in the workplace through coaching and employee development.

» **DAY 5 Change Management and Communication**
Help your teams stay focused and productive during times of change and uncertainty.

Pricing

$2,995 per person includes training, instruction materials, case studies, peer-to-peer learning, and daily meals and snack breaks. Lodging is not included in the program fee.

Lodging and Accommodations

This course is held at the Fluno Center, a premier, full-service, award-winning lodging and conference facility located in the heart of the UW-Madison campus.

Reserve a guest room:
877-773-5866 or www.fluno.com
Transition to Manager: A One-Week Boot Camp

“I learned so much from this course and loved every second of it. I know I will use things I learned this week every day going forward, not only in how I do my own work, but how I work with others and how I work with my own team.”

AMBER WENDORF
WELLNESS PROGRAM MANAGER, ORGANIC VALLEY

For more information! 800-292-8964 • go.wisc.edu/bootcamp

Programs delivered by the Center for Advanced Studies in Business, an affiliate of the Wisconsin School of Business.