

MANAGEMENT MINUTES

Practical Management Advice in 5 Minute Bites

Blind Spots

- Blind Spots of Managers Who are Very Nice
- Blind Spots of Managers with Strong Personalities

Change Management

Conflict

- Managing Conflict – The Basics
- Managing Conflict When Your Direct Employees Don't Get Along

Constructive Developmental Feedback

- Providing Feedback on a Work Product
- A Great Model for Giving Feedback
- What Problems Warrant Giving Feedback?
- Are You Avoiding/Postponing Giving Feedback?

Delegation

- The Most Common Pitfalls of Delegation
- What the Best Delegators Do
- When There is Nothing Else I Can Delegate
- Before You Decide Your Staff are Too Busy to Take on More
- Are You a Micromanager?

Developing Staff

- Creating Staff Development Plans
- Common Challenges in Developing Staff

Emotions in the Workplace

- Emotions – The Basics
- Manage Your Reactions Under Stress

Goals and Accountabilities

- Determining Goals and Direction for Your Team
- Goals Setting for Your Staff

Interviewing

- Questioning Techniques
- Reference Checks: The Make-or-Break Tool for Hiring Quality Staff

Leadership Presence

Managing Up

- Aligning with Your Boss When You are New
- Managing Up - The Basics
- When Your Manager's Style is Cramping Yours
- Dealing with a Toxic Manager

Performance Appraisals

- Review Meetings that Work
- Challenges with Performance Ratings

Positive Recognition

Staff Meetings

- One-on-One Meetings
- More Engaging Staff Meetings

Time Management

Trust

- Building Trust with Your Staff- The Basics
- Building Trust – 1 Easy Practice
- Common Trust Busters