



ATENEIO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS
CENTER FOR CONTINUING EDUCATION



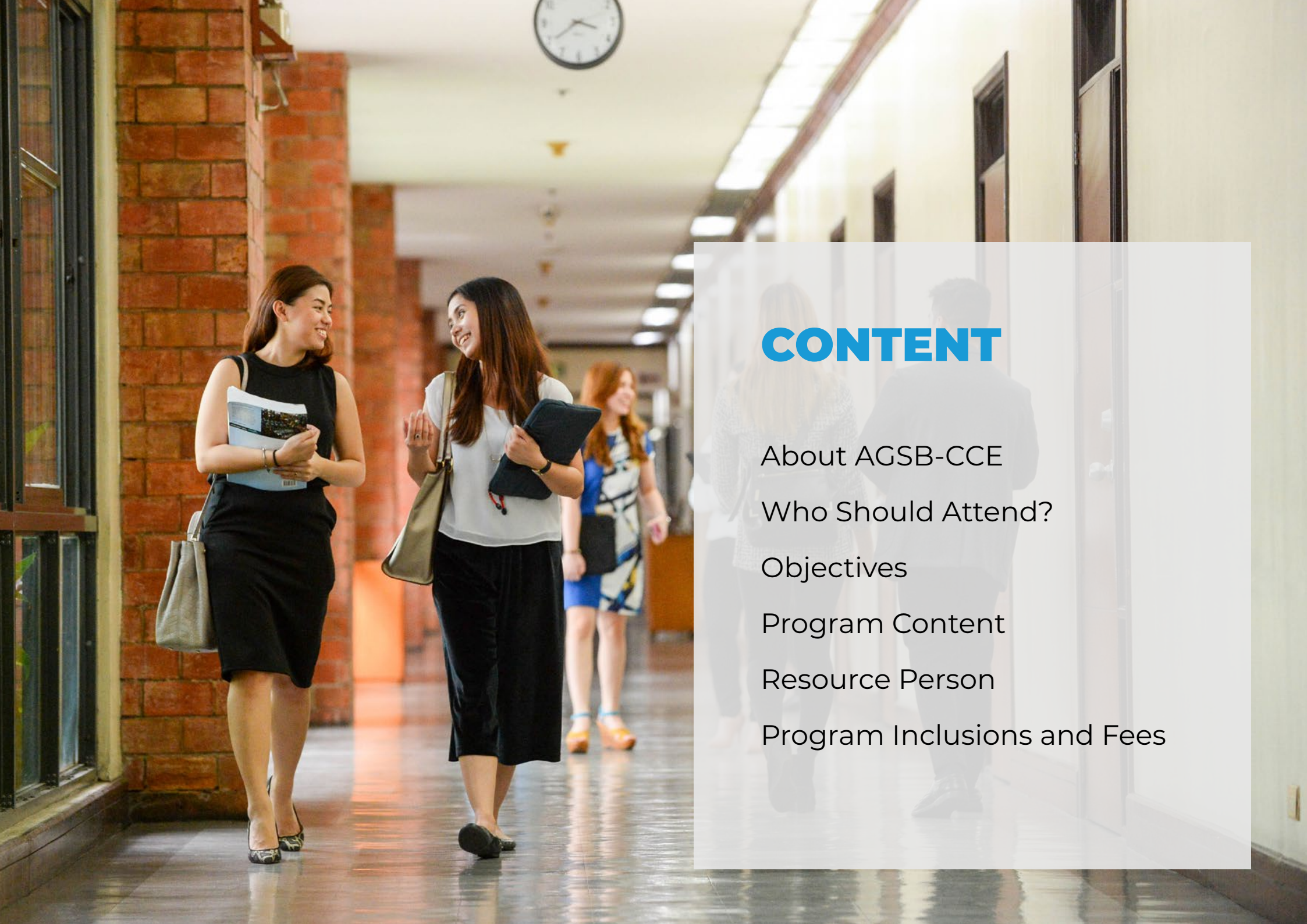
Leadership and Management **ONLINE PROGRAM**

Preparing to Lead: First Step in Transitioning to Management

September 13, 14, 20 & 21, 2022

Synchronous sessions via Zoom

Asynchronous sessions via access to the AteneoBlueCloud (Canvas LMS)



CONTENT

About AGSB-CCE

Who Should Attend?

Objectives

Program Content

Resource Person

Program Inclusions and Fees



ABOUT AGSB-CCE

The Ateneo Graduate School of Business - Center for Continuing Education (AGSB-CCE) was established to complement the existing Ateneo-BAP Institute of Banking, a consortium between the Ateneo de Manila University and the Bankers Association of the Philippines. It was initially known as the Basic Leadership Program (BLP) until the name was changed to Continuing Professional Education (CPE) and then finally, to Center for Continuing Education (CCE).

Under AGBS, CCE takes an active role in addressing specific industry concerns that require immediate, purposeful, and focused response. As an industry resource and partner, CCE offers continuing professional development programs that are workplace-based with immediate take-away value. Methodologies are based on business simulation, practical exercises and applications, case analyses, and focused discussions. Courses are designed, developed and delivered by industry practitioners who are noted experts in their respective fields. Together, AGBS and CCE support the Ateneo mission to promote excellence, integrity and service.

WHO SHOULD ATTEND?

New leaders, managers, high-potential employees, and those aspiring for a managerial position.

OBJECTIVES

Successful completion of this module enables the participant to:

- ➔ Understand the role, and the expectations of managers;
- ➔ Be equipped with theories and practices essential to leading today's modern workforce and;
- ➔ Apply fundamental skills needed to lead people and teams.

PREPARING TO LEAD: FIRST STEP IN TRANSITIONING TO MANAGEMENT

Let's face it - what you did to succeed as an individual contributor, will not make you a successful manager in charge of others. Making the step up from individual contributor, to becoming a leader and a manager, is a big shift - both in terms of mindset and skills. First time managers need to be equipped with the right skills and practices to ensure success - both on an individual, and on a team level.

This course serves to equip new leaders, managers, high-potential employees, and those aspiring for a managerial position, basic knowledge and skills to help them become effective at leading, managing successful teams of people. This 4 half-day program will focus on main mindsets, skills, tools, and knowledge, to help manage the transition to becoming an effective manager.

PROGRAM OUTLINE

I. Session 1

- A. Mindset and Expectations of a Manager - what needs to shift?
- B. Assessment Framework in Supporting People
- C. The Skill of Communication - As a Manager

II. Session 2

- A. The Power of Asking Questions
- B. Listening Effectively
- C. 3 Approaches of Effective Managers
- D. Key Conversations You Want To Have

III. Session 3

- A. Utilizing A Coaching Approach
- B. Driving Performance and Accountability
- C. Building Engagement
(with 12 Key Questions)
- D. How To Give Effective Feedback

IV. Session 4

- A. Developing Leadership Is An Inside Job
- B. Get To Know Yourself, And Your People
- C. Making Use of Assessments
- D. Preparing To Lead

RESOURCE PERSON



MR. FREDRIC LIPIO

Mr. Fredric Lipio is a Gallup- Certified Strengths and Certified Transformative Coach, Consultant, and Facilitator of Performance and Transformational Coaching for various clients.

Prior to this, he held other posts, such as: Program Officer at Landbank Countryside Development Foundation; Internal Audit Manager at Armel Plastic Co., Inc; and Training Consultant of Creative Human Resources at One Core, among others.

Mr. Lipio earned his Bachelor's degree in Management from the Ateneo de Manila University. He also completed Strategic Human Resource Management from the University of the Philippines-Institute for Small Scale Industries (UP-ISSI), Transformative Coaching from Coach Masters Academy, Accelerated Strengths Coaching Course, and High Performance Management from Gallup, Inc.

PREPARING TO LEAD: FIRST STEP IN TRANSITIONING TO MANAGEMENT

PROGRAM DETAILS

September 13, 14, 20 & 21, 2022
Tuesday - Wednesday
8:30 am - 12:00 pm

Synchronous sessions via Zoom
Asynchronous sessions via access to the AteneoBlueCloud
(Canvas LMS)

PROGRAM FEE

Php 11,000.00 (*Early Eagle Rate*)
Php 12,000.00 (*Regular Rate*)

**Schedules and prices may change without prior notice.*

INCLUSIONS

- Digital copies of the materials can be accessed through AteneoBlueCloud (Canvas LMS)
- Digital Certificate of Completion

REGISTER NOW!

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SCAN CODE
TO REGISTER



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