



DATES

April 15-16, 2020
Wednesday-Thursday
8:30 am - 4:30 pm

PROGRAM FEE

Php 11,800.00 (Early Eagle Rate until April 1)
Php 12,800.00 (Regular Rate)

HOW TO REGISTER

Online
www.cce.ateneo.edu

Email

sales.cce@ateneo.edu

Call

(+632) 8302041

Schedules and prices may change without prior notice.

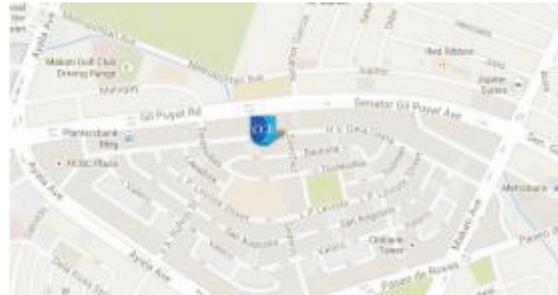
Preparing to Lead: First Step in Transitioning to Management

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo de Manila University - Salcedo Campus
3/F Ateneo Professional Schools Bldg.,
130 H.V. Dela Costa St., Salcedo Village,
Makati City, Philippines



CUSTOMIZED PROGRAMS

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January 24, 2020



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS



leadership and management

Preparing to Lead

First Step in Transitioning to Management April 15-16, 2020



CENTER FOR CONTINUING EDUCATION

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 two-day course will focus on main mindsets, skills, tools, and knowledge, to help manage the transition to becoming an effective manager.

Preparing to Lead

First Step in Transitioning to Management

objectives

At the end of the course the participants will be able to:

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

who should attend

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



resource person



MR. FREDRIC G. 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.

program content

- I. Understanding Expectations of a Leader**
 - A. Making the shift to a manager
 - B. The expectations of people of their manager
- II. Key Elements of Managing and Leading**
 - A. The roles of a manager
 - B. The mindsets of an effective manager
- III. The Role of Communication**
 - A. The elements of effective communication
 - B. Communication skills as a manager
- IV. Coaching as a Manager**
 - A. Key conversations you want to have
 - B. Introduction to a coaching approach
- V. Driving Performance and Building Accountability**
 - A. What is effective feedback, and how to give it
 - B. The importance of starting with the self

complementary programs

Developing Assertiveness for Leaders

March 19-20, 2020

Developing Assertiveness for Leaders gives you an opportunity to learn how your behavioral style impacts your overall performance as a manager. You will assess your current assertiveness skills and find out how you can improve them for a more effective approach. This program shows you how to employ assertiveness skills to take control of situations without threatening or alienating others.

The Power of Positive Management

April 23-24, 2020

This is a two-day program based on the premise that as an employee, the personal relationship you have with your manager is the most meaningful relationship that you have in your organization. It also determines how long you will stay and how productive you are in your organization.