



## DATES

May 28-29, 2020  
Thursday-Friday  
8:30 am - 4:30 pm

## PROGRAM FEE

Php 11,800.00 (Early Eagle Rate  
until May 14)  
Php 12,800.00 (Regular Rate)

## HOW TO REGISTER

Online

[www.cce.ateneo.edu](http://www.cce.ateneo.edu)

Email

[sales.cce@ateneo.edu](mailto:sales.cce@ateneo.edu)

Call

(+632) 8302041

Schedules and prices may  
change without prior notice.

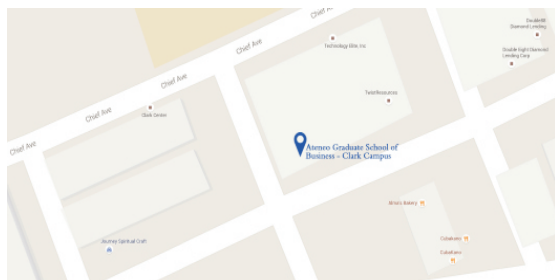
## Preparing to Lead: First Step in Transitioning to Management

### Package inclusions:

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

### Venue:

Ateneo Graduate School of Business - Clark  
Campus Berthaphil, Ground Floor Unit 5 Clark  
Center 09, Jose Abad Santos Ave, Clark  
Freeport, Zone, 2023 Pampanga



### CUSTOMIZED PROGRAMS

We offer companies our tradition  
of service and excellence  
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March 2, 2020



ATENEO DE MANILA UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS



leadership and management

# Preparing to Lead

First Step in Transitioning to Management  
May 28-29, 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

### Upgrading Your Writing and Speaking Skills to Thrive in the Workplace

*April 21-22, 2020*

"No matter what job you have in life, your success will be determined 5% by your academic credentials, 15% by your professional experiences, and 80% by your communication skills."

Superior communications skills – writing and speaking in particular – have become important factors that determine the value and contribution of employees in the workplace. These are competencies that all employee, from frontliners to executives, must excel at.

This two-day workshop is designed for professionals who desire to develop impressive writing and speaking skills.