



## DATES

December 10 - 11, 2019  
 Tuesday - Wednesday  
 9:00 am - 5:00 pm

## PROGRAM FEE

Php 11,800.00 (Early Eagle Rate until Nov. 26)  
 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) 8402770

*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 - Cebu Campus  
 GF Cebu Holdings Center, Cebu Business Park,  
 Cebu City



### CUSTOMIZED PROGRAMS

We offer companies our tradition of service and excellence through customized programs fit for special organizational needs. *Call us and lead the change!*

### Accreditations:



### Member:



### Follow us:



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

September 17, 2019



ATENEO DE MANILA UNIVERSITY  
 GRADUATE SCHOOL OF BUSINESS



## leadership and management

# Preparing to Lead

## First Step in Transitioning to Management

**December 10 - 11, 2019**

**Ateneo Graduate School of Business  
 CEBU CAMPUS**

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 in cebu campus

### The Business Process Improvement Toolbox *November 5 - 6, 2019*

This course will include the basics of process mapping at different levels of the organization and will highlight the importance of managing and improving processes to achieve department and company goal, anchored on the voice of the customer (internal and external).

### Logistics: The Management of Flow *November 19 - 20, 2019*

This two-day session will discuss the essential elements in the practice of Logistics, the Warehouse and Distribution management functions.