

## **Elevating Your Management Style and Setting Your Team Up for Success**

### **Workshop for the UT Advancement Academy: Leadership and Management Track**

#### **DRAFT Agenda and Outline**

**May 27-28, 2015**

#### **Day One**

10:00 am Introductions and Goal Setting

Principles of Good Management

*Good and bad bosses, the difference between management and leadership, knowing what you can and can't change*

Setting Yourself up for Success in Management

*Where new managers fall short, planning for and mitigating stress, setting and communicating priorities, managing up*

12:15 – 1:15 pm NETWORKING LUNCH

1:30 pm Defining Your Management Style

*The many models of management style, decision-making approaches, knowing your strengths and accounting for your weaknesses, understanding and complementing your team*

Managing Your Team

*Delegation, setting expectations, dealing with C performers, investing in your direct reports' futures*

5:00 pm Adjourn

5:30 pm *Optional Networking Reception (off-site)*

(see next page)

## Day Two

9:00 am Recap of Day One, Objectives for Day Two

Understanding the Role and Impact of Culture

*The four I's of culture, culture in the professional world, the importance of positivity, defining and contributing to the office culture you want*

Managing Change and Structural Challenges

*The relationship between change and fear, the need for transparency, change scenario break outs*

11:30 am Take Home Action Items and Final Thoughts