

Leadership for New Managers in Government

TRAINING

Key skills to help you transition from a specialist team member to an inspiring team leader



Facilitated by
PRIYA SODHA
Executive Trainer & DEI Professional

Online

Thursday, September 16 & 23, 2024



Overview

Skills to help you transition from a specialist team member to an inspiring team leader

Are you a new manager and finding it hard to adjust to managing a team?

Were you a high-performing specialist and presently find yourself struggling with the feeling of a loss of control that comes with managing other people?

Do you find yourself stuck when it comes to creating accountability, credibility and trust among your former peers?

If you answered yes to one or more of these questions, you are not alone. According to a recent study:

- 26% of first-time managers felt they were not ready to lead others to begin with.
- Almost 60% said they never received any training when they transitioned into their first leadership role.

This course is a perfect kick-start to your management career. It has been developed for new managers and will help you transition from teammate to a highly capable and successful leader. With a mix of management principles, coaching and motivation, practical operational managerial tasks and interactive group exercises – this course will provide you with actionable skills that enable you to mitigate the challenges of being a new leader.

You will learn ways to build credibility and trust, you'll discover how to cultivate positive workplace relationships, provide direction and motivate your team with clear objectives in mind. You will also learn about different leadership approaches and gain clarity and insights on what you need to adapt to be successful in your role.

Who Should Attend

This course is designed for individuals who have recently transitioned into a managerial role or are preparing to do so. This may include: Newly Promoted Managers, Emerging Leaders, Junior Managers, and Supervisors or Team Leads.

Learning Objectives

- Identify and apply various leadership styles to enhance team management.
- Grasp the differences between managing and leading and navigate the transition from colleague to boss.
- Build trust and foster a psychologically safe workspace for open communication.
- Develop empathy, use micro-affirmations, and manage diverse teams effectively.
- Improve conflict management, feedback techniques, and understand team dynamics through body language and personality types.
- Implement strategies for managing diverse teams and practice inclusive leadership to ensure all team members feel valued and included.

Why Attend

- Discover and develop your unique leadership style to effectively guide your team.
- Learn the essential skills to shift from being a colleague to a confident and respected manager.
- Build trust and ensure your team feels safe, valued, and motivated.
- Master techniques for managing diverse teams and fostering an inclusive, positive workplace.

Meet Your Facilitator



Facilitated by
PRIYA SODHA
Executive Trainer & DEI Professional

Priya Sodha, Executive Trainer & DEI professional, has been facilitating transformational workshops and trainings for organizations for over 10 years. She specializes in leadership development, communication, diversity, equity and inclusion, and people-focused leadership; and is passionate about this work because she truly believes in the human connection. Priya is the founder of The Empowered Managers Training Program, where early career managers go through a 6 month leadership program within their company.

Prior to corporate training, Priya earned her Masters in Organizational Change Management at The New School, in New York City, & her BA in Sociology at California State University of Long Beach, where she specialized in interaction and group relations. Her work has led her to serving as an Executive Director for the Youth Business Alliance & Director of Career Development at Calbright College.

In addition to her Masters, Priya is a Certified Professional Group Coach and holds a certificate in Effective Leadership at The Management Institute. She is also an active #IamRemarkable Facilitator, a Google initiative where she speaks on the topic of self-promotion for women in the workplace & most recently spoke at The Women of Silicon Valley Conference on Communicating with Confidence. In her most recent work with education-based colleges in CA, she was highlighted as a trainer “who cares about her participants, which is seen through her engaging content & applicable activities during her sessions.” Priya currently lives in Southern California. Fun fact: When Priya is not working, you can find her teaching Zumba/Yoga or playing with her pup, Zuri.

Preparation

This training session is highly interactive with group activities about and discussions throughout. Come prepared with some current challenges you are facing in your organization.

To participate you'll need:

- Computer with a camera and microphone
- Strong internet connection
- Quiet, well-lit space
- An open mind and readiness to engage both internally and in groups



Explore the Agenda

Day 1 | Thursday, September 16, 2024

1:00pm ET Welcome and Introductions

1:05pm ET Icebreakers

Module 1: Management and Leadership

1:15pm ET Understanding Different Leadership Styles Discussion

- Understand and unlock your leadership potential
 - Unpacking different leadership styles and their impact
 - Personal awareness: key concepts for effective new managers
 - How to leverage your strengths as a leader
 - Self-Reflection Activity
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2:15pm ET Management vs Leadership

- Understanding the difference between management and leadership
 - Going from colleague to boss: The dos and don'ts
 - Identifying challenges facing new managers
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2:40pm ET Break

Module 2: Transitioning into a Leadership Role

3:00pm ET Creating a Psychologically Safe Environment

- Building trust and confidence within teams
 - Creating a psychologically safe workspace
 - Self-reflection activity
 - How to become an intentionally inclusive leader
 - Strategies for managing diverse teams
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4:30pm ET End of Day 1

Day 2 | Thursday, September 23, 2024

1:00pm ET Welcome and Recap

Module 3: Elevating Your Team

1:15pm ET Cultivating a Positive Work Environment

- The importance of empathy for new managers fosters Effectiveness and productivity
 - Understanding the impact of micro-affirmation
 - Group activity
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2:20pm ET Break

Module 4: Connecting the Dots

3:00pm ET Honing Your Leadership Skills

- The body language of a leader
 - Understanding the different personality types in your team
 - Conflict management
 - The art of giving and receiving feedback
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3:30pm ET Group Activity

Applying the lessons learned: Engage in practical exercises to apply new leadership skills in real-world scenarios.

4:30pm ET End of Day 2