

lead with
clarity
coaching
accountability



a people management course offered by



people-focused strategies to transform the workplace

people performance ↑
people problems ↓

Transform! Management Elevation

Two Simple Objectives

1. Inspire great performance from your employees.
2. Handle people problems in a way that re-inspires commitment without damaging relationships.

Managers who embrace the *Transform!* philosophy empower their employees to perform at their best.

They engage and inspire others to drive results that exceed expectations.

The Result

- Lead a modern workforce in a way that inspires employees to give their best.
- Incorporate a positive discipline process.
- Comfortably discuss performance issues.
- Develop people-leader habits that positively impact culture.

people performance ↑
people problems ↓

The Impact

What would be the impact on your organization if your employees:

- Consistently performed their jobs well
- Came to work with a positive attitude
- Treated each other with respect
- No drama!
- Helped each other out and gave their best

Lead with clarity,
coaching, and
compassionate
accountability;
not intimidation
and fear.

Imagine if your people leaders:

- Developed teams of employees who enjoyed coming to work and respect & admire their leader
- Rarely had to deal with people problems because they managed their employees so well

Managing people is challenging

Dealing with the typical aspects of managing people is one of the most challenging roles in the business world.

Most managers have never received training on how to inspire their people for the long term and be a truly effective leader. Or if they did, it was training that was ineffective and they returned to their old habits as soon as the training was over.

MODULES

1. Introduction & the People Management Journey Map
 - Foundations for Effective People Management
 - Strategies for Motivation and Engagement
2. Set Clear Expectations with Success Definitions
3. Build Performance Relationships by Knowing Your Team One2One
4. Improve Performance Through Coaching and S.M.A.R.T. Goals
5. Create Clarity and Trust through Relational Communication & Active Listening
6. Accelerate Performance by Harnessing the Power of Recognition & Feedback
7. Positive Discipline
 - Performance Advising – Correcting Poor Performance
 - The Performance Expectation Dialogue
 - Recommitment Day

Months 1 & 2: Core Classes

Weekly or bi-weekly in-person classes.

Months 3-4: Growth Channels

Practice is important to form new habits and strengthen newly learned skills.

Growth Channels provide a safe environment to share stories based on workplace application, share “aha” moments, discuss challenges, and solidify habits.

Growth Channel options:

- Mini-retreat
- Bi-weekly group sessions
- Individual coaching

Months 6-12: Micro-learning resources

Participants receive short articles, videos or other micro-learning resources.

What does Gallup say about management training?

Gallup has long been known for its credible studies and meaningful data relevant to the business world. The excerpt below provides advice based on Gallup's manager perspective paper and survey data. Does *Transform!* Management Elevation fit the best practices they describe? Absolutely!

Gallup offers 3 considerations to increase learning effectiveness

1. It's a journey, not an event.

A one-day or two-day immersive manager development program can have great value (it can even be transformational), but the effects will be short-lived without follow up, real-world application, and further deepening and continuity of the learning.

2. It's integrated into the real workplace.

Multimodal education— in person, online and on the job— reinforces learning over time. This learning program must be a cohesive learning journey that helps a manager continually hone critical skills and live the organization's culture. Too often, managers are bombarded with Frankenstein trainings that are a hodgepodge of random topics and tools. These quick-hit topics are forgotten as quickly as they are introduced.

There should always be an answer to, "What's next?" For instance, manager onboarding programs should point toward additional training opportunities, which should point toward key experiences or more advanced development.

3. It's personalized.

The best manager development programs integrate learning into the real workplace. This may include homework or activities that require a manager to try something out and return to discuss their experience. Or it could include role-play experiences to simulate real-world scenarios.

Ultimately, the best learning programs apply critical "great manager" principles and practices to important daily workplace responsibilities and scenarios. These real-world learning experiences help managers learn from each other. This approach quickly builds a network of managers who continually teach, support and share best practices with one another.

People perform at their best when they tap into their natural strengths and talents. Not everyone has the same management style. When managers can bring their full selves to trying out new behaviors, they are more likely to remember it and more likely to use it. Professional growth needs to feel individualized, realistic and natural.

Source: Gallup, *Why Manager Development Programs Aren't Working*, Ben Wigert and Ellyn Maese 7/8/2019

Features

- In-person classes lead by a seasoned instructor.
- Printed workbook and audio recordings.
- Electronic copies of the workbook and core resource materials.
- Personal communications & temperament style assessment.
- The facilitator is available for calls and emails during and following the course to answer questions, serve as a sounding board, and offer support.
- Limited group size fosters open discussion, interaction, and peer accountability.
- Pre- and post-course surveys to establish a benchmark and measure growth.
- “Train the Trainer” licensing is available.

Continue Your Journey

After Transform! Management Elevation

Now that you’ve strengthened your people management skills, what’s next? Continue building on the momentum by honing your leadership skills with a targeted leadership development plan.



*people-focused strategies
to transform the workplace*

Transform! Targeted Leadership Development is a focused discovery experience with measurable, intentional growth. Your individual development needs are pinpointed, and your custom growth plan is directly linked to a business challenge, strength, or pain point.

Contact Anita Buchanan to learn about this professional leadership development experience.



Anita Buchanan

Your Positive Discipline Specialist

Anita is the owner of Transform!, a company focused on helping businesses strengthen their operational, strategic, and people processes.

She provides managers with the training and skills they need to effectively manage today’s demanding work force. She is skilled at turning around struggling HR functions, streamlining processes, setting strategic direction, and increasing operational efficiency.

She is gifted with both the ability to look at the big picture from a visioning and strategic perspective and can also step in and manage details and design efficient processes. Individuals naturally feel comfortable and sense her sincerity, compassion, and optimism.

Anita is the lead innovator and facilitator for the highly successful management training process, SMTransform! Management Elevation.

She holds a bachelor’s degree in communications and a master’s in business administration from Baker University. She is certified as Senior Professional Human Resources (SPHR).

Anita has a heart for community service and supporting others in their professional growth. Service and leadership volunteer roles have included:

- Supporter; Previous Board Member** Raise My Head Foundation, an organization serving women who have been victims of sex trafficking.
- Supporter** Flintheills Services, an organization providing services to individuals with developmental and intellectual disabilities.
- Connection Builder** Wichita Women for Good, a philanthropic organization
- Mentor** The Thread Women’s Leadership Collective, a professional organization nurturing the ambition in women to lead.
- Previous Board President** Ability Point, an organization providing services to individuals with developmental and intellectual disabilities.
- Previous Board Member** Kansas Hospital Human Resources Association
- Previous Board Member** Wichita Society for Human Resources Management
- Previous Board President** Kansas Association of Healthcare Communicators



Anita Buchanan | 316-633-2029 | anita@transformmyworkplace.com



people-focused strategies to transform the workplace

Services in the Transform! Suite

MANAGEMENT ELEVATION

Transform! Management Elevation teaches managers how to lead a modern workforce in a way that inspires employees to give their best. They are equipped to lead with clarity, coaching, and compassionate accountability; not intimidation and fear. Managers learn how to handle people problems in a way that re-inspires commitment without damaging their relationship.

TARGETED LEADERSHIP DEVELOPMENT

Transform! Targeted Leadership Development is a professional leadership development journey. The focus is on discovery and measurable, intentional growth. Development needs are pinpointed for each participant and their growth plan is directly linked to a business challenge, strength, or pain point.

CONTINUOUS EMPLOYEE GROWTH

Transform! Continuous Employee Growth is a positive, forward-thinking replacement for traditional performance evaluations. Transform! is about helping people grow. It moves away from the negative, demoralizing effect of the rating systems of traditional appraisals. The process revolves around a coaching model to provide a means for planning and developing each employee.

STRATEGIC HIRING & ONBOARDING

Transform! Strategic Hiring is an applicant-centric recruiting and onboarding initiative that will dramatically increase your effectiveness in recruiting, employee engagement, and retention.

SUCCESSION PLANNING

Transform! Succession Planning focuses on assuring that appropriate bench strength is in place for replacing critical positions. It is a blueprint to help ensure that employees are being developed or recruited to fill key roles within the organization to meet future needs.

HR ADVISORY SERVICES

Transform! HR Advisory Services features HR leader mentoring and development, process design, HR strategic planning and implementation and core HR services.