

2008 Schedule

CIMDP

Central Iowa Management Development Program

Ames - Feb 6

Des Moines - Feb 14

9:00-12:00 p.m.

Accelerated Onboarding

BRAND
NEW
Course!

Until recently, few companies gave much deep thought to creating the “right” onboarding experience. Instead, they delivered the routine, tactical activities necessary to meet all the legal requirements of employment, setting aside the task of creating a strategic approach that welcomes and orients new hires and gets them on the path to productivity. Unfortunately, this oversight might be the biggest obstacle to the acceleration of onboarding, as well as one of the biggest mistakes employers make with new staff members.

In this session we will discuss how to engage new team members. Specifically, participants will:

- Answer the question, “How do we do a better and faster job of onboarding employees so they can begin contributing immediately?”
- Learn four guiding principles to accelerated onboarding.
- Discuss different strategies to engage new employees.
- Determine how to involve current team members in the onboarding process.

1:00-4:00 p.m.

Retention Strategies:

Keeping Valuable Employees on Your Team

BRAND
NEW
Course!

We all understand the importance of retaining loyal, high-performing employees, but it is a challenge. And what happens when we're unsuccessful? Lost investment in training, loss in institutional knowledge, low morale with co-workers who are left and a costly candidate search are just some of the results. The costs are high. But how much does it cost to *keep* them? Not nearly as much.

In this interactive program we will look at simple but highly effective practices you can implement immediately to retain valuable team members. We will learn:

- Why employees and managers aren't necessarily on the same page when it comes to retention strategies.
- What employees wish their managers would do to help them succeed.
- How to develop key relationships that encourage team members to look to your organization as an employer of choice.
- Strategies for challenging key performers.
- How to make retaining good employees a top priority.

Call Now to Register!

(Ask about FREE preview sessions)

Des Moines: 515.727.0731

Ames: 515.231.8687

www.atwtraining.com

Ames - May 7

Des Moines - May 15

9:00-12:00 p.m.

Head on Collision:

Generations in the Workplace

New and
Updated

Our organizations are ever changing. Our workforce is ever changing. What is important to one employee may not be to another. What motivates one may not motivate another. We are all different. One way the differences show themselves is through the four different generations that make up our workforce and what each generation expects from their co-workers, let alone their organization. We will review each generations' unique characteristics and how to handle any misunderstandings that may impact productivity.

During this session, participants will:

- Identify the characteristics of the four generations.
- Discuss where stress or tension may occur because of generational differences.
- Review a model for creating dialogue to move from disagreement to collaboration.

1:00-4:00 p.m.

Turning Conflict into Collaboration

Manager
Favorite

Constructively addressing conflict is a critical skill for everyone in the workplace. By participating in this session, you will be able to avoid the negative consequences of conflict by learning to analyze conflict and seeing the value it can offer you and your co-workers. Effectively addressing conflict helps everyone turn a conflict situation into collaboration.

During this session we will:

- Determine the causes of conflict.
- Identify your role in dealing with personal and team conflict.
- Utilize a step-by-step process to resolve conflicts.
- Develop an action plan for a conflict you are experiencing now or anticipate in the future.

“Our management team has attended several CIMDP training programs. Our managers come back to work with valuable skills that they can put to work immediately. The ATW & Gage staff is very knowledgeable, well organized and entertaining!”

— J.B., HR & Safety Manager
Technology Industry

**CIMDP Sessions are offered quarterly
Call for a FREE preview session**

2008 Schedule

CIMDP

Central Iowa Management Development Program

Ames – Aug 6

Des Moines – Aug 14

9:00-12:00 p.m.

Performance Improvement Through Understanding Your Behavioral Style *Back by Request!*

Just as we each have our own unique appearance, skills and talents, we also have our own unique ways of doing things and relating to others. These “behaviors” can be categorized into four different styles to help us understand ourselves and others. In this session, we will assess your behavioral style, identify others’ styles and determine how to relate to each other and help ensure peak performance.

During this session, we will:

- Understand how to communicate and deal with conflicts as a way to continue to improve teamwork.
- Learn to identify your own behavioral style as well as others’ styles.
- Learn how to adapt your style to others’.
- Recognize how a person’s behavior style influences what he/she wants, needs and expects from others.

1:00-4:00 p.m.

Managing Different Behavioral Styles *Back by Request!*

Whether you have the official title of “manager” or not, you probably find yourself managing the efforts of others in several different ways just to get your own work done. Building on what we know about the four DiSC behavioral styles, this session focuses on how we manage others based on their behavioral style. Communicating, developing, motivating and more are the skills we use to manage, but how do we “flex” them based on the style of the person we are managing?

During this session, we will:

- Review a people-reading process to identify others’ behavioral styles.
- Evaluate different strategies for managing different styles.
- Practice the strategies through case studies

Call Now to Register!

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Ames – Nov 5

Des Moines – Nov 13

9:00-12:00 p.m.

Passion for Results *NEW!* Using Your Vision to Get the Right Things Done

When it comes down to it, we are all measured on what we get done. As leaders, having a passion for results starts with having a clear vision for your team that can be communicated in a manner that produces the right results. But how do we create that vision in situations where we may not be clear on what is expected or in industries where change is commonplace?

In this session we will identify critical actions you can take as a leader to create and communicate your vision even in the most difficult of times. We will learn:

- The difference between vision, mission and goal statements.
- How to create a vision that will provide a foundation for results.
- Strategies for communicating and making your vision come alive.
- What to do when someone on your team doesn’t buy in to the vision.

1:00-4:00 p.m.

Creating a Culture of Accountability *NEW!*

Don’t you wish that people would just do what they say they are going to do? How can we engage others in a manner that builds accountability into the process? Today’s business environment is moving faster and faster and as leaders we need to depend on others to follow through on tasks.

In this session we will look at how to be more influential as a leader . . . especially when it comes to building a culture of accountability. We will learn:

- What the term “accountability” really means.
- The four guiding principles of accountability.
- Strategies for getting direct reports engaged.
- How to get peers, those who don’t report to you and even your boss to be more accountable.

Pricing Information

Per Session

1-2 people: \$89 per person

3-5 people: \$85 per person

6-10 people: \$79 per person

One-year membership: \$550 (8 tickets)

All reservations are confirmed via email within 24 hours of receipt. Due to the cost of materials, all cancellations must be received 72 hours before the event.

