



SAND2008-8125P

Corporate Education, Development & Training

OM206

Management Essentials

Presented by:

Dan Gerry

Chart your course!

90 Second Introductions

- ◆ **Name**
- ◆ **Org/Dept**
- ◆ **My current roles & responsibilities**
- ◆ **What I excel at in my current role**
- ◆ **Why I'm interested in becoming a manager**

Objectives

- ◆ Learn how your current listening skills are perceived and practice exploratory listening
- ◆ Understand and apply four essential management skills
- ◆ Create a development plan to help you prepare for a management position

SNL Management Curriculum

2009

CPR 300.7.3, Paragraph 3.3.2

Pre Management

(A295 Time: 24 hrs)

Sequence recommended.

Required

(8 hrs)

Orientation to Management
(OM141)

Required

(8 hrs)

Extraordinary Leader
(MGT360)

Required

(4 hrs)

Management Essentials
(OM141)

New Management

(A295 Time: 52-56 hrs)

1 – 3 years
experience

Required

(48 hrs)

Maximizing Your Management Potential (MMP)
(OM249)

Required

(4-8 hrs)

Extraordinary Leader Refresher
(MGT 360 or MGT360R)

Electives

Maximizing Personal Influence (OM824)

Managing Within the Law (OM215)

Great Boss School (MGT 205)

Experienced Management

3+ years
experience

Electives

Extraordinary Leader Refresher (MGT360R)

Crucial Confrontations (MGT203)

Counselor SalesPerson (OM222)

SNL Management Curriculum contact: Dan Gerry – 845-7484



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Listening Skills Survey



Sandia National Laboratories

Listening Survey Analysis

- ◆ Rate yourself on the Listening Survey
- ◆ Complete the Questions on page 4
- ◆ Record your conclusions in your Individual Development Plan

Listening Practice

- ◆ **Using open ended questions to get to know staff, build trust and clarify expectations:**
- ◆ **1. Explore staff members' work interests, talents and capabilities**
- ◆ **2: Gain an understanding of staff members' expectations of you as their manager**

Everything You Wanted to Know



Corporate Education, Development & Training

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Sandia National Laboratories

Everything You Always Wanted to Know About Management

- ◆ Reflect on your insights from the Video & class exercises
- ◆ Record any follow up actions in your Individual Development Plan

Preparing for Management

- ◆ Options for Getting Feedback on Your Current Skills
- ◆ Options for Gaining Experience on the Job
- ◆ Options for Developing Business and Interpersonal Skills

In Closing

- ◆ What are your next steps?
- ◆ Watch for the class evaluation - It will be coming via e-mail



Thanks!