



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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Sandia National Laboratories



Listening Skills Survey



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



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!

