Developing “UnCommon Sense” in Managers: Bypassing the Buzzwords for Real Results

Presented by:
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Today we’ll discuss...

- The shifting sets of challenges facing today’s managers
- Tools and techniques to identify developmental needs
- *UnCommon Sense Principles for effective management*
- How to create ongoing learning opportunities for managers and management candidates

Chat in....

What are the biggest challenges that you and your managers face?
The Challenges Managers Face

SELF-MANAGEMENT

- Understanding Company Culture
- Prioritizing Projects
- Thinking Long-Term
- Communicating
- Capturing & Sharing Knowledge
- Managing Change
- Shifting from Coworker to Boss
- Continuous Growth

EMPLOYEE MANAGEMENT

- Managing Employee Performance
- Managing Other Generations, Personalities, and Cultures
- Building Relationships
- Motivating Employees

The Best Leader Ever

What made this person such a good leader?
Chat in....

What made this person such a good leader?

- Communicator
- Creative
- Inspiring Attitude
- Decision Maker
- Integrity
- Committed
- Compassionate
- Consistent
- Flexible
- Confidence
- Competitive Spirit
- Coaching Skills
- Strategic Thinker
- Sense of Humor
- Problem Solver
- Teamwork Skills
- Thinker
- Sense of Humor
- Problem Solver
- Teamwork Skills

Tools & Techniques to Identify Development Needs

The skills most needed in my organization are...
Tools & Techniques to Identify Development Needs

[Image of a woman holding a camera lens to her eye]

[Image of a skills assessment sheet]

Tools & Techniques to Identify Development Needs

[Image of a table]

As a manager, I:

1. Listen more than I talk.
2. Ask questions to ensure others understand my instructions.
3. Use positive language in my communications.
4. Am a narrator of my ideas and lay things out when talking.
5. Think well before I respond to questions.
6. Focus more on listening than talking.
7. Ask questions when I don’t understand.
8. Adjust my communication style to my audience.
9. Am immediately giving impressions to people.
10. Am a writer who that is portrayed and carbonized.

Name: ____________________________
Manager: ____________________________

What needs improvement for you?
What skills would you like to develop?

Long-term Development Goals

<table>
<thead>
<tr>
<th>Development Goal</th>
<th>Action Plan</th>
<th>Resources</th>
<th>Outcome</th>
<th>Comments</th>
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<tbody>
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Tools & Techniques to Identify Development Needs

Tools & Techniques to Identify Development Needs

Performance Appraisals

<table>
<thead>
<tr>
<th>Conducting an Appraisal Session</th>
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<tbody>
<tr>
<td>1. Do your homework:</td>
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<td>• Review the employee’s files, accomplishments, and peers.</td>
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<td>2. Schedule the session, giving the employee adequate notice.</td>
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<td>• If possible, allow the employee to fill out an appraisal form.</td>
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<td>• Ensure that the session is not during a busy production cycle.</td>
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<td>3. Make the employee comfortable with a private location, if necessary.</td>
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<td>4. Start the meeting with a positive comment.</td>
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<td>5. Let the employee talk, vent, vent, and so forth.</td>
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<td>6. Discuss appraisal ratings with the employee.</td>
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<td>• If he or she filled out a form first, you’ll find that this is a good basis for discussion of areas where your position differs.</td>
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<td>7. Compare documented results with established performance standards.</td>
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- A x
EVERYTHING WE KNOW ABOUT MANAGEMENT,

WE LEARNED FROM THE TELEVISION.

THAT’S BAD.
UnCommon Sense Management Principles

TO COMMUNICATE

CLOSE YOUR MOUTH

UnCommon Sense Management Principles

DOES THIS WORD MAKE MY BRAIN LOOK BIG?
UnCommon Sense Management Principles

**BUT**

**IS A DIRTY WORD.**

UnCommon Sense Management Principles

**SAYING JUST DOESN’T MAKE THE PIANO ANY LIGHTER**
**UnCommon Sense Management Principles**

**The Person Who Does That Isn’t Here Today.**

I DIDN’T SAY YOU LOOKED STUPID.
UnCommon Sense Management Principles

EQ IS THE ABILITY TO KNOW THAT YOU’RE ABOUT TO GET A ROTTEN TOMATO THROWN AT YOU

UnCommon Sense Management Principles

BAGGAGE

IT’S NOT JUST SOMETHING YOU LOSE ON FLIGHTS
UnCommon Sense Management Principles

OFFICE POLITCS:

LIKE SHIFTING DECK CHAIRS ON THE TITANTIC

UnCommon Sense Management Principles

IF I LOVE WHAT I DO

WHY WOULD I WANT TO MANAGE PEOPLE WHO ARE GETTING TO DO WHAT I LOVE TO DO?
### UnCommon Sense Management Principles

**DO YOU REALLY WANT A BUNCH OF THESE ON YOUR TEAM?**

### UnCommon Sense Management Principles

**DON’T**

**BRING ME A SOLUTION WITH THAT PROBLEM**
UnCommon Sense Management Principles

MEETING: GROUP NAP TIME

30 SECONDS OR IT’S FREE?
**UnCommon Sense Management Principles**

MANAGING MEANS
SOMETIMES HAVING TO SAY

YOU’RE SORRY

**UnCommon Sense Management Principles**

THANK GOODNESS FOR MISTAKES.

THEY PROVE I’M STILL TRYING NEW THINGS
UnCommon Sense Management Principles

SO WHO IS GOING TO DO WHAT....
BY WHEN?

CHAT: Learning Opportunities

What are some of your best practices?
Creating Your Action Plan

Questions?
Atwood Solutions
Training / Consulting / Workforce Planning

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