

Manager Essentials Development Program

<u>STAGE 1</u> Expectations	<u>STAGE 2a</u> Knowledge-Building	<u>STAGE 2b</u> Skill-Building	<u>STAGE 3</u> Application
MANAGER HANDBOOK	ONLINE STUDY CURRICULUM	CLASSROOM WORKSHOP	CONTINUOUS IMPROVEMENT
<i>ATKINS' expectations of people managers and guide to strengthening managerial capabilities</i>	<i>Selected eLearning and WebEx modules to strengthen understanding of key concepts and legal requirements framing people management work</i>	<i>Classroom-based exercises using simulated ATKINS situations provide intensive risk-free practice of critical people manager skill sets</i>	<i>Individualized self-development on the job guided by self-assessment and relevant performance measures</i>
<ul style="list-style-type: none"> • People manager responsibilities • Self-assessment of competencies to perform manager responsibilities • Guide to course offerings in Manager Essentials program • Resource guide • Provided to each people manager at time of promotion as handbook or downloadable PDF 	<ul style="list-style-type: none"> • REQUIRED: ATKINS-specific webinars on human resources and legal policies and procedures – offered monthly on rotating basis • ELECTIVE: Additional ATKINS-specific webinars on additional human resources topics – offered monthly on rotating basis • ELECTIVE: E-Learning self-study modules based on self-assessment 	<ul style="list-style-type: none"> • Hands-on interactive activity • 80:20 ratio active/passive • ½ day classes • Delivered in local offices by external or internal facilitator to small groups* • Topics supplemented by eLearning materials for those not able to attend classroom <p>* Sessions may occasionally be offered regionally to larger groups as conditions permit.</p>	<ul style="list-style-type: none"> • “Friday Fives” email reports of practice submitted for 12 weeks post-classroom with feedback from manager’s manager • Apply tools and techniques learned and practiced in Stages 2a and 2b, plus additional follow-up • Continued attendance at Stage 2a webinars and use of eLearning self-study based on initiative and feedback

Participants must complete at least 40 hours of training, including ALL required topics, to complete Manager Essentials program and earn certificate.