

## EMERGING LEADERS PROGRAM – Q&A

Below are some general questions you may have regarding the upcoming *Emerging Leaders Program* that begins on Tuesday, October 7, 2008. If after reading this Q&A you have further questions or wish to register for the program please contact Monica Brunaccini, 508-620-5322, [monica@monicabrunaccini.com](mailto:monica@monicabrunaccini.com).

*Q: How long have you been conducting this program?*

**A:** I began offering this program over three years ago and it has continued to evolve over the years. I have offered the program at many companies in various industries, but this is this first time I am conducting the program as a public offering, inviting individuals from various companies and industries to participate.

*Q: What is the optimum number of attendees for this program?*

**A:** Typically the number of attendees ranges between 8-14, providing a comfortable and safe environment for participants to share, ask questions and truly feel engaged. The maximum number of attendees for this offering is 14.

*Q: What has been the feedback on the program?*

**A:** The overall feedback has been extremely positive and frequent comments received on program evaluations include:

- Transition into management was manageable and less stressful
- Clearly identified strengths and areas for development
- Developed peer group with fellow new managers
- Gained true sense of management role, over time and not all at once
- Clear understanding of expectations of new role and HR policies/procedures
- Learned best practices and outlined role models/mentors
- Received ongoing support and feedback from colleagues, coach and manager
- Increased confidence and developed own management style as a new leader

**In addition, here is a recent testimonial...**

*"Monica is energetic, knowledgeable and very resourceful. Attending the Emerging Leaders Program helped me assess my strengths and outline areas for development as a manager. I was able to effectively transition into my new role and identify what was truly expected of me. I am more confident and focused as a new manager and feel I can truly make an impact in my new role."*

**- Sarah, Manager, High Tech Industry**

*Q: How will the program be customized to meet my specific needs and/or the needs of my organization?*

**A:** The program and content is customized in several ways. At the beginning of the program all participants outline their expectations. This aids me to enhance and customize the flow and content of the program over the three month period i.e. matrix reporting relationships, building project teams, managing up, etc. We also revisit the expectations at the end of the program to assure they have been met. Also, supplemental materials, articles, best practices are provided to reinforce specific needs outlined during the training modules. In addition, individual needs are addressed through peer coaching and one-on-one coaching sessions.

**Q:** *Before I make an investment in this program, how can I learn more about it?*

**A:** On Tuesday, September 23<sup>rd</sup> you can participate in a one-hour Teleclass on *Skills for Emerging Managers and Leaders*. The cost of the Teleclass is \$19. I have been invited to participate in this Teleclass with my colleague, master certified coach, Sharon Teitelbaum. To learn more about the content of this engaging teleclass or to register visit:  
[www.monicabrunaccini.com/coaching\\_events.html](http://www.monicabrunaccini.com/coaching_events.html).

**Q:** *What options are available to pay for this program?*

**A:** Individuals may pay directly for this program or seek payment/reimbursement from their employer. A 50% deposit is due when you register for the program and the balance is due by October 30<sup>th</sup>. Checks are accepted or companies can be invoiced directly. A discounted rate is offered for individuals who register for the Emerging Leaders Program by September 20<sup>th</sup> or refer a second participant!

**Q:** *How can I learn more about the specific content of the Emerging Leaders Program?*

**A:** Below is more information about each training module. In addition, you can contact me directly to discuss the content in more detail.

**Module One: Transitioning into management**

- Introductions and individual expectations for the program
- Managing the transition from individual contributor to manager
- Outlining the scope of your new management role
- Assessing your strengths and areas for development (self- assessment)
- Planning and organizing your time (email, running effective meetings, project management)
- Self reflection and action planning – assignment of peer coach

**Module Two: Your role as a manager**

- Check in – review of prior content and individual action items
- The importance of company mission, values and culture
- Expectations of management
- Managing the life cycle of an employee
  - Employment (interviewing, hiring and on boarding)
  - Training and development (setting goals, developing and motivating your team)
  - Managing performance (measuring and evaluating performance, giving feedback)
- Self reflection and action planning

**Module Three: Evolving as a leader**

- Check in – review of prior content and individual action items
- The difference between managing and leading
- Attributes of a highly effective leader
- Being a coach manager (delegation and empowerment)
- The essence of communication
- PCSI – Personal Coaching Styles Inventory
- General review of topics, original expectations and Q&A
- Self reflection and action planning for continual development
- Scheduling of coaching session

***\*Participants complete an evaluation at the end of each training module and at the end of the program.***