



Stepping Up to Management

A Step-by-Step Guide to Meeting the Management Challenge

How do you get your new managers on the right track? Are they overwhelmed by their new role? Give your new managers what they need to hit the ground running while laying the foundation for a successful management career.

Stepping Up to Management is specifically designed to help newly promoted managers gain immediate success. This insightful online program provides new managers with concepts and tools to make sense of their new role, manage and cultivate relationships, organize specific tasks required on the job, and work with their supervisors to become truly effective managers—without getting bogged down.

Harvard Business School Publishing Offerings

- Harvard ManageMentor®
- Leadership Transitions™
- Stepping Up to Management™
- Developing As a Leader™

Program Modules

Understanding Your New Role: Discover management misconceptions, how to transition, and how to avoid common mistakes made by new managers.

Working Through Others: Learn to manage relationships, develop a management style, and build employee relationships based on trust.

Managing & Developing People: Understand the importance of recognizing accomplishments, helping employees grow and develop their skills, setting objectives, delegating effectively, and coaching direct reports.

Organizing Resources, Time & Meetings: Handle administrative responsibilities efficiently, hold meetings effectively, and manage your time.

Cultivating Your Team: Discover the key elements of creating a high-performing team—establishing clear processes, clarifying communication standards, developing group norms and culture, protecting the team, and determining team performance measures.

Supporting Your Boss & Organization: Understand your boss's agenda, foster an atmosphere of partnership, develop unit and individual performance goals, and align those goals with the company's strategic objectives.

Networking with Colleagues: Cultivate relationships with people both inside and outside your organization, and develop influence strategies to build and strengthen your network.

Evolving as a Manager: Examine your transition into management, evaluate your role as a manager and a leader, reflect on how you relate to others, and create a continuous learning path.

Technical Specifications

Here is a summary of what you'll need to make full use of this program:

Operating System: Windows 98, 2000, or XP

Browser: Microsoft Internet Explorer 5.x, 5.5x, or 6.x, Netscape 6.2 or 7.1

Software: Adobe Acrobat 4.05 or better

Optional Software: Macromedia Flash 4.0 or better

 The Essential Leader programs are designed to work with SCORM and AICC certified environments.

Stepping Up to Management enables new managers to learn their jobs - while performing their jobs - with content that's integrated into their day-to-day workflow.

"I learned how to do this job 60% from job experience, 25% from relationships, and 15% from training."

- from *Becoming a Manager* by Linda Hill

World-Class Subject Experts

This program is based on the work of recognized experts in management development including **Linda Hill**, Harvard Business School professor and best-selling author of *Becoming a Manager* and **Michael Watkins**, author of *Right from the Start* and many others.

Program Components

- **Pre-Assessment:** A helpful self-assessment instrument designed to prioritize the modules. Results are based on assessment of knowledge and the importance of different tasks to succeed on the job.
- **Modular Design:** Organized into eight easy-to-navigate modules enabling the manager to concentrate on specific areas of management. Each module represents content from various experts in a just-in-time, flexible format.
- **Training Integrated into the Workflow:** Learners develop skills and insights while completing tasks required in the job at hand. **Reflections** facilitate learning from others; **Activities** provide experiential lessons on common management challenges; **Tools** help learners get organized, practice critical thinking skills and enable learning on the job; **Action Plans** encourage real business results.
- **Guides & Evaluations:** A Facilitation Guide, Guide for the New Manager's Supervisor, Comprehension Test (level-2 evaluation), Follow-Up Survey for Participants (level-3 evaluation), and Follow-Up Survey for Supervisors (level-3 evaluation) accompany the suite of eight modules.



Implementation Tool Kit

We offer an implementation tool kit to drive usage and make the company-wide launch a success. Customizable support is also available from our Implementation Services Team to provide strategic and tactical expertise to all phases of the implementation process.

Hosting and Customization Options

Stepping Up to Management can be hosted or easily installed on a company's intranet. It can be customized to include co-branding, linking topics to corporate competencies, or inserting links to a company's policies and procedures or other training programs.