

## **HIGH IMPACT STRATEGIES FOR THE EXPERIENCED MANAGER**

This seven-day program, offered over a four month period, focuses on management, leadership skills, and overall knowledge of experienced professionals. Primary job responsibilities include leading teams, monitoring staff performance, long- and short-term planning, directing daily departmental operations, and reporting on programs and services. If you're the head of a department or unit, the program director, or an experienced manager, this program may be right for you.

### **Criteria**

#### **Eligibility**

- Minimum one year in a sponsoring Jewish nonprofit agency.
- Minimum one year of supervisory experience.
- Minimum one direct report.

#### **Certificate of Completion**

- Full attendance at a minimum of six of the seven High-Impact Strategies sessions. *Note:* the certificate won't be awarded if the attendance criteria are not fulfilled.
- Each member of the class will have the opportunity to present a project during the final class. The project will be relevant and applicable to what managers experience as they lead their own work groups and other teams.

**Note:** This course qualifies for Social Work Continuing Education (CE) Contact Hours. In order to qualify for the CE Contact Hours, participants should:

- Arrive to each session on time and sign in
- Stay for the entirety of the training, and after the training concludes submit a completed evaluation and sign-out to receive the certificate

### **Skills to Be Addressed**

- Managing individuals and teams, including developing and maintaining interpersonal relationships, supervision, and balancing the needs of frontline employees with organizational objectives.
- Developing a vision that aligns with the agency mission.
- Managing multiple complex projects and enhancing performance outcomes.

In addition, participants will broaden their understanding of the local Jewish communal system and major issues confronting the Jewish community, and have opportunities to establish lasting connections with colleagues from diverse area agencies.

### **Methodology**

With the knowledge that adults learn by doing, this program will be highly interactive and will require significant classroom participation, including engagement in role-plays, small group discussions, peer coaching, fishbowls, and presentations. There will be reading and homework assignments, and the program will culminate in the presentations of projects undertaken during the four month timeframe of the class.

## **Program Content**

**Leader as Learner.** This session focuses on building a learning community and an introduction to curricula and expectations. Topics covered include understanding and using your strengths as a leader, strategies for balancing leadership and management roles, and best practices for maintaining curiosity as an exceptional leader.

**Leader as Team Leader.** This session focuses on the benchmarking of high performing work teams, including team process strategies, strategies for collaboration, and empowering work teams to be open to innovative thinking.

**Leader as Decision Maker.** This session focuses on how a leader can make better decisions. Information includes decision-making biases, and a process for making better decisions. Additionally, there will be a focus on how to gather information to make the best decision and an opportunity to practice decision-making.

**Leader as Coach.** This session focuses on performance management, including strategies and best practices for coaching, giving feedback, and managing difficult conversations. Participants will have the opportunity to “work through” an individual coaching challenge.

## **UJA Overview and Field Day**

**Leader as Energizer.** This session focuses on the latest research on positive organizational scholarship, as well as best practices for creating an engaged and energized workplace. Also included are strategies for motivating colleagues and leading a more positive staff.

**Leader as Communicator.** This session focuses on the science of charisma, impression management, and communicating strategies for influencing others. Best practices for communicating with confidence will be discussed. There will be an opportunity for practice and feedback during the session. There will also be a closing ceremony and awarding of certificates.

## **Instructors**

**Scott Asalone and Jan Sparrow** are partners and co-founders (in 1999) of A&S Global Management Consulting, Inc. ASGMC provides practice management, communication, and leadership development sessions to Fortune 500 companies and non-profit organizations nationally and internationally. Over the past 10 years, ASGMC has keynoted at hundreds of conferences nationally and internationally, offering industry-leading best practices gathered through their hands-on experience. Their book, *Pathways to Greatness: 77 Essays from the Greatness Project*, offers individuals and organizations proven methods and motivation to achieve greatness. They have coached over 1800 work teams, developed assessment centers, and created unique, customized optimal learning sessions for organizations ranging in size and scope. Their successful business initiatives in Asia, South Asia, and Europe give them a global perspective, allowing them to succeed in the diverse culture of any organization. Both Scott and Jan were Vice Presidents in Leadership and Development at Merrill Lynch, where they trained branch and home office managers from middle management to senior executives in communication, leadership, and teamwork. As a team, Jan and Scott have researched and experienced what highlights the best, and what gets in the way of the rest. Jan holds a master's degree in communication and Scott has a master's in divinity and a master's in applied positive psychology.

**For more information, please contact (Yelena Kutikova) at 212.836.1603  
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