

# Inclusive Manager's Toolkit Program Overview and Schedule

## You as Manager

### Week 1: Managers are the Key

- Changing Expectations of Managers
- Inclusive Skills
- Behavioral Preferences
- Anti-Oppression and Ally-ship
- Your Leadership Philosophy

### Week 2: Executive Skills

- Emotional Intelligence
- Cultural Competence
- Strategic Thinking and Acting
- Power and Influence
- Navigating Political Environments

### Week 8: Your Ongoing Development

- Indispensable, Irreplaceable You
- Positioning for Your Next Steps
- Leading in Place
- Interviewing and Negotiating
- Closing the Gap

## Managing Others

### Week 3: Reflection. Application. Coaching.

### Week 4: Getting the Best from People

- Hiring Done Right
- Onboarding that Leads to Retention
- Building and Maintaining Trust
- Motivating Your Team
- Mentoring and Coaching
- Meaningful Feedback

### Week 5: Groups and Teams

- High Performance Teams
- Establishing a Team
- Inclusive Team Practices
- Making Meetings Work
- Transformative Decision Making

## Organization Wide Impact

### Week 6: Organizational Culture

- The Role of Culture
- Strategy, Structure and Culture
- Climate Assessment and Increasing Engagement
- The Importance of Values
- Transforming Workplace Culture

### Week 7: Leading Change

- Change that Works
- Establishing Vision, Setting Direction
- Communicating Through Change
- Debiasing Systems
- Integration and Sustainability

## Program Pacing

The Inclusive Manager's Toolkit is designed to focus on three essential levels:

- individual effectiveness,
- managing others, and
- making organization-wide impact.

## Weekly Content Release

New content will be released every Friday, beginning September 27. No new content will be released for one week between Sections 1 and 2, allowing time for completion of the behavior preferences assessment, reflection and any catch up needed.

## Live Webinars

Live webinars, facilitated by DeEtta, will be offered every Wednesday. Webinars will be recorded and available for access by participants at any time.

## Chat Sessions

Chat sessions with DeEtta Jones and Associates faculty will be held every Tuesday and Thursday. Two chat sessions will be held during evening hours eastern time to accommodate a variety of schedules.

## Practical Application Tools

Skills, resources and tools associated with each of the topics covered are embedded throughout the Program. In addition, and to help you focus, one practical application tool will be highlighted each week. This is the one, if you only have time to focus immediately on one per week, that is the game changer.

# Inclusive Manager's Toolkit Schedule

## Section One: You as Manager

Mon	Tues	Wed	Thu	Fri
23 Week 1: Managers are the Key	24 Coaching session with DJA faculty (1:00-2:00 pm ET)	25 Webinar with DeEtta: You as Manager, Leader	26 Coaching session with DJA faculty (4:00-5:00 pm ET)	27
<b>October</b>				
Mon	Tues	Wed	Thu	Fri
30 Week 2: Executive Skills	1 Coaching session with DJA faculty (1:00-2:00 pm ET)	2 Webinar with DeEtta: <i>Your Behavior Preferences in Context</i>	3 Coaching session with DJA faculty (4:00-5:00 pm ET)	4
7 Week 3: Reflection. Application. Coaching.	8 Coaching session with DJA faculty (6:00-7:00 pm ET)	9 Webinar with DeEtta: <i>Scenaric Thinking and Strategic Action</i>	10 Coaching session with DJA faculty (4:00-5:00 pm ET)	11

## Section Two: Managing Others

14 Week 4: Getting the Best from People	15 Coaching session with DJA faculty (1:00-2:00 pm ET)	16 Webinar with DeEtta: <i>Motivation, Engagement and Creating Space</i>	17 Coaching sessions with DJA faculty (4:00-5:00 pm ET)	18
21 Week 5: Groups and Teams	22 Coaching session with DJA faculty (6:00-7:00 pm ET)	23 Webinar with DeEtta: <i>Equity Lives in the Process</i>	24 Coaching session with DJA faculty (4:00-5:00 pm ET)	25

## Section Three: You as Manager

28 Week 6: Organization Culture	29 Coaching session with DJA faculty (1:00-2:00 pm ET)	30 Webinar with DeEtta: <i>Our Role in Shaping Culture</i>	31 Coaching session with DJA faculty (4:00-5:00 pm ET)	1
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### November

Mon	Tues	Wed	Thu	Fri
4 Week 7: Leading Change	5 Coaching session with DJA faculty (1:00-2:00 pm ET)	6 Webinar with DeEtta: <i>Be the Change: Your Role as Leader</i>	7 Coaching session with DJA faculty (4:00-5:00 pm ET)	8
11 Week 8: Your Ongoing Development	12 Coaching session with DJA faculty (1:00-2:00 pm ET)	13 Webinar with DeEtta: <i>Closing the Gap—Your Transformational Next Steps</i>	14 Coaching session with DJA faculty (4:00-5:00 pm ET)	15 You did it! Time to CELEBRATE!