

OUR MISSION IS TO IMPROVE THE IMPACT OF EXECUTIVES AND MANAGERS BY INCREASING THEIR KNOWLEDGE, SKILLS AND ABILITIES

Did you know that a Gallup study found that:

- Poor managers cost the economy approximately \$400 Billion annually.
- 50% of employees cited leaving their job because of a poor relationship with their manager.

Do not let poor managers impact the ability of your business to perform at its best. The **High Impact Manager (HIM) Training Program**, takes your, or your team's, management and leadership skills to the next level. High Impact Managers perform better, are more productive, and lead more focused teams that support business goals.

The High Impact Manager Training Program is for managers of all levels, in different industries, and from around the country who need to improve their leadership skills, including:

- Managers with no formal management or leadership training.
- Managers who have reached a plateau and want to take that next step.
- Managers having issues leading their teams and keeping them engaged.
- Managers who want to grow and become better leaders at their company.
- Managers who want to be accountable.

How It Works

HIM training focuses on changing and developing 24 habits through a series of tasks and practical activities. These habits address 75-90% of the challenges that stand in the way of managers delivering great results, including leadership, negotiation, time management, recruiting and running successful meetings, etc. Each habit is a course in the training. Each course teaches managers how to understand and apply the habit, helping them be a better manager and making a greater impact on the organization.

The program combines classroom training and online learning. Trainees learn how to apply one or two habits each month for at least 12 consecutive months. They leave each session with a defined action plan to implement that month's topic.

Along with the online training, the HIM program also includes monthly training sessions with an ATC certified Trainer. These sessions are virtual or in-person. Trainees also leave these training sessions with action plans to work on the habits.

How This Program Will Help You And Your Managers

Participation in the High Impact Training Program will:

- Educate managers on the key management habits that top managers have.
- Help reduce manager mistakes to make that manager and the company more effective.
- Make managers better leaders.
- Help managers be more effective in managing their subordinates and themselves.
- Lead to improved retention of top performers.

Studies have concluded that there is a great need for improving management and leadership skill sets. After undergoing leadership training, participants had a:

- 25% increase in learning
- 20% increase in job performance
- 28% increase in leadership behaviors*

Companies know that investing in management development for their leaders brings a great return on investment to their organizations. Participating in the High Impact Manager Training Program will generate the high impact results your organization needs!



*Source: Guide2Research 24 Leadership Training Statistics: Data, Insights & Predictions 8/3/20

ACQUIRING AND DEVELOPING TALENT

1. Recruiting Top Talent

The recruiting process is one of the most important functions a manager can undertake. The right hiring decisions can lead to higher impact organization results with greater productivity, whereas the wrong decisions can be costly and even devastating to your organization.

- 6 steps to recruiting
- Attract the best candidates
- Prepare to recruit

2. Hiring Top Talent

Good hiring decisions are critical to the success of your organization. High Impact Managers have a very high success rate in hiring because they know how to effectively interview and select the right person for the right job.

- Make hiring a process
- 14 hiring mistakes to avoid
- Effective hiring methods

3. Setting Up New Employees for Success

All too often, managers do all the right things in recruiting, selecting, and hiring new employees and then, immediately, treat them as if they have been working for the company for a long time. It is important to integrate new employees into an organization; this way, new employees will quickly think of themselves as part of the organization's community and will be more likely to become valuable long-term employees.

- New employee onboarding
- Orientation checklist for new employees
- Encourage employees from day one

4. Retaining Top Talent

When you lose a good-long term employee, there are costs in time and money to recruit and hire replacement employees. Your best and most experienced employees are more likely to have a greater impact in your organization than someone new on the job, which is why retaining your best employees should be one of your most important management responsibilities.

- 6 proactive retention strategies
- Identify reasons employees may leave
- Employee recognition and development programs

5. Inspiring Leadership

High Impact Managers are inspirational leaders who create superb organization results because they demonstrate an unwavering resolve to do what must be done as well as set the standard of building a great, enduring organization.

- Inspire your subordinates
- Accountability, teamwork, and share credit
- Create a positive work atmosphere

6. Developing Your Team Members

If your dreams involve any significant level of success, you're not going to get there by doing it alone. Your most important job is to help develop those who report to you to become high impact direct reports which provide their highest level of positive impact on your organization.

- 6 secrets to develop direct reports
- Improve leadership, accountability, and teamwork
- Achieve greatest level of success



INFLUENCING OTHERS

7. Removing Barriers to Trust

Most people have subconscious barriers to trusting others. It is hard-wired into human beings to distrust new people, initiatives, and ideas. Removing barriers of distrust during an initial in-person with someone you are meeting for the first time is essential.

- 10 habits to neutralize distrust
- Build trust
- Successful, productive working relationships

8. Dealing with Difficult People

As a manager, there will be times that you will have to deal with different types of difficult people with whom you have to interact as part of your position. It is important that you deal with these difficult people in a way that brings about the greatest impact from you and the areas you manage.

- Address destructive behaviors
- Common types of destructive behaviors
- Working relationships: subordinates, peers, bosses

9. Collaborative Buy-In

In many situations, you need others to support your ideas for them to have their best chances of succeeding. High Impact Managers proactively take steps to get committed support for ideas.

- 5 steps to get collaborative support
- Top-down commitment
- Weigh-in about ideas

10. Participating in the Sales Effort

As a manager, regardless of your position or the size of the organization for which you work, there are times that you are likely to need to help in an effort to influence an individual or a group of people. This effort typically involves presenting and closing a sale.

- Winning sales techniques
- Closing the deal
- How to address objections

11. Negotiating Power

Negotiations are so naturally part of the day-to-day activity of every manager that you may not even realize you are doing so much negotiating. Great negotiating skills will help you maximize your personal success and the success of your organization.

- 12 negotiation pre-meeting techniques
- 11 negotiation meeting techniques
- Get outstanding results from negotiations

12. Getting Negotiations Back on Track

Too often, negotiations that could have resulted in an agreement conclude with no agreement when they could have succeeded if a break in the negotiations was called and the right work was done during the break. High Impact Managers know the right time to call a time out from negotiations in order to keep the negotiations from completely and permanently breaking down.

- Negotiations that call for a break
- Develop different strategies during break
- Restart negotiations





SELF DEVELOPMENT

13. PAVE Your Way to Success

To maximize your impact on your organization, there must be alignment between what you do in your organization and what you should be doing, which is referred to as Competitive Edge Activities.

- Conduct a self-examination identifying your fit with all four elements in PAVE
- Identify your Competitive Edge Activities
- Determine the current “fit” level of your key activities in your current position
- Develop a strategy for revising your job description so that it includes more focus on your Competitive Edge Activities

14. Reducing Your Workplace Stress

High levels of stress and anxiety will keep you from making your highest impact at work. High Impact Managers are typically much better than most managers in controlling their workplace stress to achieve high impact results.

- 8 elements to reduce work-related stress
- Work/life balance
- Reduce workplace stress/anxiety, increase work results

15. Results Driven Communication

Most managers tread water in the areas of communications that directly impact the results of the organization. In contrast, High Impact Managers have a habit of Results-Driven Communication, which is a refreshingly real and practical approach to communications needed to bring about desired work results.

- 6 elements of Results-Driven Communication
- Higher level of positive impact
- Two-way communication

16. Conducting Effective Meetings

One of the habits routinely used by High Impact Managers is making the meetings they are in extremely effective. This is true when they are in meetings with their bosses and peers, as well as when they conduct meetings with their subordinates.

- 3 different meeting dynamics
- ore productive and prosperous working environment
- Work more effectively with your boss, peers, and subordinates

17. Productive Time Management

As an organization leader, you are faced with time pressures in running your organization and personal life, which can make it seem next to impossible for you to get everything done. High Impact Managers overcome time management obstacles, which allow them to operate with less stress and a clearer mind at work.

- Overcome 16 time-management obstacles
- Manage time, maximize work success
- Apply energy and attention to what’s important

18. Making Your Personal Long-Term Vision Happen

High Impact Managers create their own Personal Vision Statements and use the statements to create the personal plans they need to make it happen. This habit includes how to achieve higher impact results by sharing at parts of their Personal Visions with their subordinates and their bosses while encouraging them to share at least parts of their Personal Visions with them.

- 11 Essential Personal Vision Questions you need to answer when creating Personal Vision Statements
- 3 Steps you need to take after completing your Personal Vision Statement to bring about higher impact results
- Get greater results by sharing Personal Vision Statements with your boss and your subordinates

TEAM PERFORMANCE

19. Coaching Your Winning Team

The time you spend coaching employees of your organization will help them increase their impact within your organization. Your coaching will help employees move to a level that they may not have been able to reach in the past.

- 26 coaching skills
- Boost organization morale/culture
- Improve employee's quality of work

20. Strategic Leadership

High Impact Managers strategically lead those people and activities for which they are responsible while embracing and balancing their hands-on, day-to-day requirements as managers. They use Strategic Leadership techniques, processes, and methods to make their plans much more likely to succeed.

- 3 steps to be an effective Strategic Leader
- Managing with strategic direction
- Achieve goals

21. Creating and Managing Successful Action Plans

Getting great results requires creating great action plans that show what needs to be done to accomplish a strategy for achieving a specific goal. High Impact Managers have the habit of creating and managing action plans with disciplined follow-through and timely adjustments that bring about high impact results.

- 3 steps to high impact results
- Action plan tactics
- Achieve goals

22. Managing with Key Performance Indicators

You cannot effectively manage what you cannot measure! High Impact Managers typically have the habit of making great use of Key Performance Indicator (KPI) reports that contain the metrics they use to evaluate and make decisions that are crucial to the success of their organization and/or departments.

- 10 factors to consider
- Quantitative measurement of performance
- Current and projected future performance

23. Using Diagnostics and Critical Success Factors for Creating Goals

High Impact Managers take the time, usually set aside in a retreat atmosphere once a year, with their subordinates who report directly to them, to focus on what should be their long term goals.

- 3 steps to identify goals
- SWOT diagnostic
- Critical success factors

24. Creating a High Performing Culture

Culture is the behavior that results when a group operates with a set of generally unspoken and unwritten rules for working individually and together. Organizational culture is the term given to the shared values and practices of your organization.

- 3 steps to great organization culture
- Organization culture statement
- Work motivation, morale, creativity, and success





In his book 5 Habits of High Impact Managers Wall Street Journal Bestselling Author Allen E. Fishman describes the creed of this training program in excerpts.

5 Habits of High Impact Managers covers in part the High Impact Manager® 12 months training program with over 200 lectures. The program is delivered by certified ATC trainers who have decades of executive experience, many in large corporations. Who would be better to train this program other than a leader with firsthand experience and expertise?

Applying 2 habits every month, the training is delivered through a blend of both self-paced online learning and in-person classroom training sessions. Trainers use study materials, exercises, and other tools with the result of trainees leaving every session with great takeaways that they can apply immediately. In all, the monthly time investment is 5-6 hours.

Each habit is a key element in the formula. Every manager should be used to achieve outstanding results. They transform managers into outstanding leaders of great teams. The growth in managerial capability will be obvious to everyone. High Impact Manager® training delivers immediate improvement at every session, raising the competency of the trainees with each session. The training program is focused on long-term success and knowledge retention, rather than dealing with short-term fires.



Contact Me Today to Learn More

John Mousseau is a certified trainer with Allen Training Centers. He's also a business owner coach and certified facilitator for The Alternative Board Jersey Shore North and the owner of The Moose Consulting, a leadership training, marketing and operations consultancy. John's mission is to help business leaders translate goals into reality, whether that's through his training, coaching or consulting.

John brings over 30 years of leadership experience to Allen Training Centers, specializing in marketing and operations. His diverse experience includes working for Fortune 500 companies Kraft, CBS and MasterCard, to owning his own fast casual franchise to working in multiple start-ups. John also spent 10 years at global marketing agency MKTG, where he was the EVP/GM of the Midwest Division. His responsibilities included general management, operations, P&L, business development and client relations.

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