

# Developing Employees



<b>Course Number:</b>	MTS DE 101	<b>Scheduled Sessions:</b>
<b>Cost Per Person:</b>	No Charge/Participating Agency, \$188/Non-Participating	7/15/19
<b>Eligibility:</b>	Managers & Supervisors	10/30/19
<b>Instructor:</b>	Kim Hanson	1/28/20
<b>Length:</b>	8:30 am – 4:30 pm	3/27/20
<b>Location:</b>	Des Moines, Hoover State Office Building, Level A	

## Overview:

This course, designed for all managers and supervisors, focuses on becoming the manager employees need you to be. When people have an effective coach in their boss, they ramp up their productivity, become more satisfied in their job and are able to accept challenges. Participants will gain an understanding of the impact of staying in touch with your team, accepting that mistakes and failures are important to the growth and success of your team and how 1:1 meetings can facilitate employee development. The concepts of accountability, communication, engagement, listening and assessing will be discussed.

## Objectives:

- Regularly use the “Take 10 Check in” and stay in touch with your team
- Offer team members constructive feedback “on the fly”
- Define and put into practice “The Two-Minute” Challenge
- Best practice guidelines for 1:1 meetings