



The Institute for Management Studies, 201 West Liberty Street, Suite 100, Reno NV 89501

SUBJECT	<b>NAVIGATING LEADERSHIP TRANSITIONS: ESSENTIAL SKILLS FOR SUCCESS</b>		
FACULTY	DR. EDWARD BETOF		
LOCATION	Hilton Bellevue 300 112th Avenue SE, Bellevue WA 98004 (425) 455-1300	DATE	Tuesday, August 24, 2010
		REGISTRATION	8:30 AM
		SESSION	9:00 AM - 4:00 PM

**TIME TOPICS**

<b>10%</b>	<p><b>What Experience and Research has Taught us about Managerial/Leadership Transitions and On-Boarding</b></p> <ul style="list-style-type: none"> <li>• Early Success Factors</li> <li>• Early Derailment Factors</li> <li>• Compare with personal experiences</li> <li>• Hazardous Duty</li> <li>• Newly Appointed Leader Dilemma</li> </ul>
<b>90%</b>	<p><b>How to Beat the Newly Appointed Leader Dilemma-- Understanding and Application Exercises of the Newly Appointed Leader Tool Chest</b> <i>11 Recommended Tools, Actions, Strategies</i></p> <ol style="list-style-type: none"> <li>1. Confirm your Appointment Charter</li> <li>2. Conduct a Comprehensive Stakeholder Analysis</li> <li>3. Accelerate Your Job Learning Process (Skills, Knowledge, Culture)</li> <li>4. Build Strong First Impressions: The Power of Trust-Based Leadership</li> <li>5. Establish a Clear Communication Strategy</li> <li>6. Personally Connect with Your Team (1) New Leader and Team Assimilation Process</li> <li>7. Personally Connect with Your Team (2) Develop a Motivational Profile for Each Team Member</li> <li>8. Leverage Your Strengths, While Not Over-Using Your Strengths ( The Most Insidious Derailer)</li> <li>9. Create a 12 Month Roadmap</li> <li>10. Privately Create a Team/Trust Competency Grid</li> <li>11. Manage the Impact of Moving Up on Your Family Health and Time <ul style="list-style-type: none"> <li>• Six Key Principles</li> <li>• Achieving a new life balance during transition</li> </ul> </li> </ol>

**SEMINAR DESCRIPTION**

You, or someone you are coaching, has just been promoted or appointed to a new managerial or leadership role. Do you offer your congratulations or your caution? Some call it the perils of promotion—or even hazardous duty. Whatever the term, when someone assumes a new or different leadership role today, he or she has about a 40% chance of either demonstrating disappointing performance, voluntarily leaving the role or being terminated within 12-18 months. Leaders often fall victim to the “newly appointed leader dilemma” because organizational expectations for results are higher than ever, but the patience to obtain these results is the lowest it’s ever been. In today’s treacherous environment, there are no honeymoon periods. This program is aimed at both new and experienced managers and leaders—from team and functional managers through more seasoned executives, as well as the coaches who work with these individuals. The program is designed to have immediate practical application. As a result of the program you will help ensure your success during the critical transition into a new leadership role, minimize common derailing factors and accelerate your learning curve. You will also practice and take away eleven tools and many additional ideas that you could begin to use tomorrow.

**FOR RESERVATIONS**

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## FACULTY



**DR. EDWARD BETOF** joined the faculty of the University of Pennsylvania in the summer of 2007 where he is the Senior Fellow and an Academic Director for the first-of-a-kind doctoral program at a major university designed for the preparation of Chief Learning Officers. Dr. Betof retired at the end of 2007 as Vice President, Talent Management and Chief Learning Officer at BD (Becton, Dickinson and Company), a 112-year-old global medical technology company. Dr. Betof had WW responsibility for Talent Management Processes including BD University, HR Planning/Leadership Development, Strategic Staffing, Performance and Development Process and for integrating the worldwide processes of Associate Engagement and Inclusion/Diversity. BDU has been externally cited as one of the outstanding examples in the corporate world of having successfully designed and implemented the "Leaders as Teachers" concept. In 2007 BD finished in the top five of all worldwide submissions for ASTD's BEST Award and was identified in 2004 by Accenture Consulting as one of 28 out of almost 300 companies as a "High Performance Learning Organization". Dr. Betof previously held senior functional leadership roles at Hoffmann-LaRoche and the Reliance Insurance Companies. Dr. Betof was Senior Vice President of Manchester Consulting where he created the "Newly Appointed Leader Coaching" process and co-led the leadership development practice. Dr. Betof has held adjunct faculty appointments at the Center for Creative Leadership, Penn State University, Temple University and was a visiting lecturer in high performance leadership for second year MBA students at Columbia School of Business. He is the author of *Leaders as Teachers* (ASTD Press and Berrett-Koehler) and lead author of *Just Promoted!* (McGraw-Hill). He has contributed to numerous journals and professional publications. Dr. Betof received his Doctoral degree from Temple University in 1976.

## GUIDE TO PARTICIPANT SELECTION

SENIOR EXECUTIVE  
(Pres, Exec & Sr. VP)

EXECUTIVE  
(VP & General Mgr)

SENIOR MANAGER  
(Div. & Reg. Mgrs)

MIDDLE MANAGER  
& SUPERINTENDENTS

3	3	3	3	3	3	3	3	3	3	3	3	3	3
2	2	2	2	2	2	2	2	2	2	2	2	2	2
1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1	1	1	1	1
Admin	Distrib	Engr	Finc	H.R.	Legal	Mktng	IT	Ops	Ping	Pchsg	R&D	Sales	

### APPLICABILITY

"1" indicates primary target audience

"2" indicates a good fit if the level of material is appropriate

"3" indicates (in the opinion of the Institute and faculty) limited applicability.

## FOCUS

PRIMARY

### LEADERSHIP DEVELOPMENT:

Adaptability, Commitment, Communication, Decisiveness, Developmental Perspective, Empathy, Interpersonal Relations, Motivation

SECONDARY

### PLANNING/ORGANIZING:

Problem Identification, Evaluating Alternative Solutions, Developing Specific Plans

TERTIARY

### EXECUTING/CONTROLLING/EVALUATING:

Decision Making, Use of Authority, Delegation

## LEVEL

Introductory  Intermediate  Advanced