

BLANCHARD MANAGEMENT ESSENTIALS[®] VIRTUAL LEARNING DESIGN

VIRTUAL SESSION 1—LEARN

DURATION	SECTION	KEY CONTENT
20 min.	LAUNCH (Pework)	Participants view a live-action video (LAV) teaser and select four real-world situations to work on in class.
14 min.	Welcome	Welcome participants and define some outcomes and behavioral norms for the workshop.
32 min.	The Transition	Help participants understand the challenges of this transition from being an individual contributor to being a manager.
14 min.	Introduction to the Four Core Conversations	Provide an overview of the Four Core Conversations.
5 min.	Stretch Break	
50 min.	The Essential Skills	Teach managers the four essential skills they need to balance relationships and results.
5 min.	Next Steps and Close	Explain things participants should try out before Session 2.

VIRTUAL SESSION 2—PRACTICE

DURATION	SECTION	KEY CONTENT
6 min	Welcome Back	Welcome participants to the second virtual session; ask a few questions about things learned between sessions and review session outcomes
16 min	Putting the Skills to Work	Shows how to put the four essential skills to work in the context of the Four Conversations
55 min.	Goal Setting Conversations	Teach new managers how to have a dialogue that focuses their team members on exactly what needs to be done and by when.
5 min.	Stretch Break	
34 min.	Praising Conversations	Teach new managers how to help people understand which specific behaviors are helping achieve the goal.
4 min.	Next Steps and Close	Have the goal-setting conversation scheduled at the end of Session 1; have a praising conversation and share date/time for next session.

VIRTUAL SESSION 3—PRACTICE

DURATION	SECTION	KEY CONTENT
5 min.	Welcome Back	Welcome participants to the second virtual session; ask a few questions about things learned between sessions and review session outcomes.
68 min.	Redirecting Conversations	Teach managers to guide people toward their goals.
5 min.	Stretch Break	
24 min.	Wrapping Up Conversations	Teach first-time managers how to honor the work that's been done.
8 min.	Managing the Conversations	Revisit the four core conversations and review where people have gained the most confidence; raise hand to share.
10 min.	Ideal Manager Closing	Have people reflect on themselves as managers; record a commitment to becoming the manager they imagine.
3 hours	MASTER	A six-step follow-on program that guides learners on how to integrate their new skills back on the job.