

# New Manager: A Coaching Program



## PROGRAM OVERVIEW

Congratulations on becoming a manager! Modern Health has designed a coaching program to enable you to hit the ground running and help you be the manager you want to be. This program includes some assessments to help your coach gauge your mindset and skill level, several 1:1 coaching sessions, and self-paced assignments to help you make progress in between sessions. What you get out of this program depends on what you put into it. We're so glad you're here!

### In this New Manager Coaching Program, you will develop skills in:



## PROGRAM GUIDE

This coaching program requests a commitment of 90 minutes each week for the next thirteen weeks.

### Week 1



Online Assessment Survey



(15 minutes)

This week, you'll take an online survey assessing your mindset and skill level around managerial responsibilities and expectations. Your coach will review your answers before your first session together.



Online Manager Survey (Optional)



(15 minutes)

You have the option to ask your manager to take a short survey to help set expectations around your new responsibilities. You and your coach will be able to review your manager's answers.

### Week 3



1:1 Video Coaching Session



(45 minutes)

In your first coaching session, you and your coach will:

- Review the components of this program
- Review your online assessment
- Set goals for coaching




Self-paced Assignment




(30 minutes)

You'll keep a journal throughout the coaching program. This week, reflect on your goals as a manager, what you see as your current strengths, and where you'd like to improve.

## Week 5


 1:1 Video Coaching Session

 (30 minutes)

In your second coaching session, you and your coach will review your journal entry and cover the following topics:


- Communication
- Conducting effective 1-on-1 meetings


 Self-paced Assignment

 (30 minutes)

In your journal, reflect on your communication skills and your style of conducting team meetings and 1:1 meetings. What would you like to change or improve? Your coach may share additional resources and exercises for you to complete this week.


## Week 7


 1:1 Video Coaching Session

 (30 minutes)

In your third coaching session, you and your coach will review your journal entry and cover the following topics:

- Conflict resolution
- Negotiation


 Self-paced Assignment


 (30 minutes)

Complete your assigned exercises on conflict resolution and negotiation. In your journal, reflect on the topics covered in your coaching session.

# PROGRAM GUIDE

## Week 9


 1:1 Video Coaching Session

 (30 minutes)

Congrats; you're at the halfway point! In your fourth coaching session, you and your coach will review your homework and journal entry and reflect on your progress and outstanding goals. You'll also cover the following topics:


- Team productivity
- How to influence your team

 Self-paced Assignment

 (30 minutes)

Complete your assigned exercises on influence and do your assigned team productivity analysis. In your journal, reflect on the topics covered in your coaching session.


## Week 11


 1:1 Video Coaching Session

 (30 minutes)

In your fifth coaching session, you and your coach will review your homework and journal entry and cover the following topics:

- Empathy

 Self-paced Assignment

 (30 minutes)

Complete your assigned exercise on empathy. In your journal, reflect on the topics covered in your coaching session.

### Week 13



Online Assessment  
Survey



(15 minutes)

To close out your coaching course, you'll take an online survey assessing your progress. Your coach will review your answers before your last session together.



1:1 Video  
Coaching Session



(45 minutes)

In your final coaching session, you and your coach will review your goals, progress, and the journey ahead.



1:1 Manager  
Debrief (Optional)



(30 minutes)

If you would find it helpful, we encourage you to schedule a meeting with your manager to ask questions and discuss your goals, progress, and takeaways.