

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:

Communication.

Learn about leadership embodiment and how to use the "power of presence" to build and maintain high-quality relationships using verbal and non-verbal communication.

Conducting effective 1-on-1 meetings.

Learn to create space and structure for giving and receiving feedback. Practice vulnerability and seek to understand others' feelings and values.

Negotiation.

Learn to produce wise agreements amicably and efficiently. Using four key principles—people, interests, options, and criteria—practice creating win-win-win outcomes. Team productivity. Learn to create a culture of open and honest sharing. Habitually focus on purpose and process when things get tough—rather than assigning blame.

Empathy.

Learn to discern and take responsibility for your own emotions. Practice pausing and leaning toward making observations over opinions.

Conflict resolution.

Learn tools for remaining clear, calm, and respectful when confronted with a highly emotional reaction. Practice defusing defensiveness and discover the underlying causes of overcharged emotions.

How to influence your team.

By creating psychological safety and building trust among team members, you can instill curiosity for the "how" and "why" behind your team's strategy.



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

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)	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



1:1 Video Coaching Session	In your second coaching session, you and your coach will review your journal entry and cover the following topics:
(30 minutes)	 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	In your third coaching session, you and your coach will review your journal entry and cover the following topics:
1:1 Video	
1:1 Video Coaching Session	journal entry and cover the following topics: • Conflict resolution



🕤 1:1 Video	Congrats; you're at the halfway point! In your fourth coaching
(30 minutes)	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	In your fifth coaching session, you and your coach will review your homework and journal entry and cover the following topics: • Empathy
(30 minutes)	
🥱 Self-paced	Complete your assigned exercise on empathy. In your journal, reflect on the topics covered in your coaching session.



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.

