

Behind Closed Doors: Managing One-on-One

*A management workshop developed and led by Johanna Rothman and Esther Derby based on their popular and pragmatic book, **Behind Closed Doors: Secrets of Great Management** (Pragmatic Bookshelf, 2005).*

More than salary, perks, or a spacious cubicle, an employee's relationship with his or her direct supervisor determines work satisfaction and productivity. A manager's ability to focus and leverage work affects everyone's productivity. In this workshop, we'll explore how to build strong and productive working relationships, one interaction at a time.

In our three days together, we'll explore and practice:

1. How people really take in information and where things can go wrong, how to recognize when an interaction is off track, and what to do about it.
2. How to actively listen to what someone else is saying.
3. How to give—and receive—effective feedback.
4. How and when to coach and mentor.
5. What issues to address in career development and how to address them.
6. How to build trust with each person in your group.
7. How to have effective one-on-one meetings.

Audience: Managers and technical leaders who wish to hone their communication, feedback, and coaching skills to develop strong working relationships.

Logistics: Minneapolis, Minnesota, April 23-25, 2007. The workshop runs from 9am-5pm each day. We'll also have informal sessions Monday and Tuesday evening.

We will have a maximum of 20 participants to ensure your specific questions and needs are addressed and answered.

Fees: Tuition for the public workshop is \$1600 per person. A deposit of \$500 will reserve your place.

We offer a group discount when four people from the same company register at the same time: \$1520 per person.

This is the first of a series of workshops. Look for Managing the Project Portfolio (2 days), Facilitation Essentials for Managers (2 days), and Self-Awareness for Managers (3 days) in the future.

For more information, contact Johanna Rothman (+1-781-641-4046, jr@jrothman.com) or Esther Derby (+1-612-724-8114, derby@estherderby.com)

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Registration Form

Please print this form and mail or fax to:

Johanna Rothman
38 Bonad Road
Arlington, MA 02476
Fax: +1-781-641-2764

The fee for Managing One-on-One is \$1600. Participants are responsible for their own travel and lodging.

Name: _____

Address: _____

Address: _____

Email: _____

Phone: _____

Please indicate:

- Payment in full (\$1600)
- Deposit (\$500, non-refundable.)
- Balance of payment (\$1100, due by April 6, 2007)

Form of payment:

- Check (payable to Rothman Consulting Group, Inc.)
- Visa MasterCard American Express

Card # _____ Expiration MM/YYYY: ____ / ____

The workshop location is The Oak Ridge Conference Center in Chaska, Minnesota.
<http://oakridge.dolce.com/>. For reservations, please contact Oak Ridge directly at (952) 368-3100. Be sure to mention the Managing One-on-One.

Refunds and Cancellations: Cancellations will be accepted through May 15, 2007, and a refund given (less the \$500 non-refundable deposit).

After May 15, we encourage you to find a substitute to take your place in the workshop. Cancellations received by May 15, 2007 receive a 50% refund (less \$500 non-refundable deposit). Cancellations after April 6, 2007 will not be refunded.

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