



Fast Forward

Optimizing New Work Relationships

Course Description

Fast Forward is a process for facilitating the integration of a new boss into a preexisting work group. The arrival of a new manager in any department is always a stressful one, not only for the new appointee, but also for the employees. People naturally worry about changes that can dramatically affect their lives. "What will the new boss be like" "What will he/she change?" "How will we get along?" "What are his/her expectations?" etc. These concerns often interfere with the productivity of the department.

The aim of Fast Forward is to diffuse these worries and hasten the development of the two-way communication between the new manager and his/her staff, so crucial to the team's effectiveness.

Target Audience

All newly appointed managers and their teams wanting a positive and productive start to their new relationship.

Objectives

- develop strong, positive, working relationships
- clarify the manager's objectives and the employees' expectations
- open channels of effective two-way communication
- establish initial work plans and set goals for the future

. . . all to get the new team working effectively together as quickly as possible!

Method

In a series of 2-hour meetings, the work group and the new manager share information about each other, guided by a facilitator and a simple communications model. At the end of the process the stress of the new situation is diffused and both the work group and the new manager feel more secure and free to get to the job at hand.

Duration of the session: 1 day

Number of participants: Work groups up to 20 people

Working languages: English and French



Animated Enterprises

2, rue de la Durance, 75012 Paris Tel : (33) 1 43 47 53 29

www.AnimatedEnterprises.com Fax : (33) 1 40 19 07 73