



workbook

Management Fundamentals Programme

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how it works

During the programme you will get multiple printable workbooks. They are designed to give you the chance to reflect, think through & clarify your approach to how, what & why to manage. Thoughtful management has multiple advantages, good managers are seldom ones that "shoot from the lip", react or act without engaging their mind first. Not just, "what are the implications of this?", but noticing links, cause & effect, interdependencies & perspectives of others.

Don't think of the workbooks as homework, think of them as journals, reflections, musings & a chance to work things out before acting. You can come back to them in the future & notice how your thinking develops, changes, learns & grows.

No manager ever gets everything right, but good managers rarely make the same mistake twice.

In this workbook you are invited to reflect on what you want from this process, this programme & how you will get the most out of it.

self-analysis questions

1. How you feel about management right now? Note your emotions, thoughts, concerns & hopes.

2. What are you most strong & confident & where are your biggest challenges in your management role right now?

Strengths:

Challenges:

3. What would "good" look like in your role?

4. Where are you investing most of your time & energy right now? Where would you **like** to invest time & energy?

Most time spent:

More time?:

Less time?:

Why?:

5. What at work gives you joy?

6. What at work gives you stress or depletes you?

date:

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7. **How** do you like to learn?

Hint: Think about times you have grown - describe how it happened.

8. If this programme really helps you, what will it deliver? What do you most hope the programme will enable for you?
What will be different if it does?

Final reflection:

Review your notes & decide what you would like to share with your coach in your initial conversation.

use this page to summarise your actions, schedule them, and diarise a review time for yourself

add your action date and review date to your personal diary

action	summary	action date	review date

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