

DART Training for Managers

MANAGING YOUR **ENVIROMENT**

DART 101 -103 Sept-Oct

Total Hours: 3

MANAGING

YOURSELF

DART 201-205

Nov-Feb

Total Hours:

DART 101 - Welcome to DAR and our culture

• Competencies: Organizational Scope, Global & Cultural Competence, Relationship building • Focus areas: Being successful in the DAR culture, expectations and accountability, DAR mission, vision & values, collaboration, belonging/recognition, work-life integration, wellness, engagement/bringing out the best in all of us, priorities and time management

DART 102 - Welcome to BU and the Profession

· Competencies: Knowledge, Impact, Organizational Savvy, Strategic Thinking • Focus areas: BU history, BU overview, campaign, HR policies/handbook, HR/university resources, state of advancement, DAR/BU's place in the market, professional development, networking

DART 103 - The Culturally **Competent Manager**

• Competencies: Managing Diversity, Generations, Global & Cultural Competence

• Focus areas: DEI & belonging, University level to local, expectations for leaders, knowledge, training, mentoring, staffing/career development



DART 201 - The Emotionally **Intelligent Manager**

• Competencies: Self knowledge, Emotional Intelligence, Leadership, Managing and Motivating Others, Coaching, Managing Up, Delegation • Focus areas: Gallup engagement model, assessment tools: Strength Finder and EI (Emotional Intelligence Index), managing up, office "politics", delegating, Managing stress and workload 1

DART 202 - Managing Your Brand for Maximum Impact

• Competencies: Presentation Skills, Managing up, Integrity, Professionalism • Focus areas: Conducting an effective presentation, your personal brand, social media presence, executive presence, meeting management, networking



DART 203 - Finding, Growing & **Keeping Top Talent**

• Competencies: Hiring and Staffing, Retention

• Focus areas: All aspects and expectations for recruiting, hiring, and onboarding, manager's toolkit, accountability, DEI in hiring, offboarding, policies and procedures, communication



DART 204 - Mastering Difficult **Conversations & Change**

• Competencies: Conflict Management, Influence, Problem Solving, Dealing with Change, Strategic Thinking

• Focus areas: communicating change/unpopular news, the change model, transparency, authenticity, staff leave policies/FMLA

DART 205 - Managing Your Leadership Journey

• Competencies: Industry/Sector Expertise, Strategic Thinking, Influence, Integrity

• Focus areas: professional development to become a leader, manager versus leader, journey to leadership, managing your career



9 Month

Program

13 Core

Sessions

5

MANAGING

YOUR

TEAM

DART 301-305

Mar-Jun

DART 301 - Holding Your Team Accountable

. Competencies: Accountability, Business & Financial Acumen, Emotional Intelligence, Strategic Thinking

• Focus areas: Setting SMART goals/expectations, giving feedback, and holding staff accountable, partnering with STM/HR, BU/DAR process and policies for addressing performance issues, up to termination.

DART 302 - Growing & **Recognizing Your Team**

•Competencies: Trust, Strategic

• Focus areas: How to recognize others, explain promotion process & policies, use of the IDP, succession planning, moving from peer/staff to manager

DART 303 - Developing & **Coaching Your Team**

 Competencies: Integrity, Professionalism, Industry/sector expertise, Strategic Thinking • Focus areas: difference between coaching and mentoring, development gaps and opportunities, DAR internal learning opportunities, external opportunities, policies, conferences, Office of Learning & Development, eTerrier, career competencies, coaching/executive coaching

DART 304 - Navigating in a **Hybrid World**

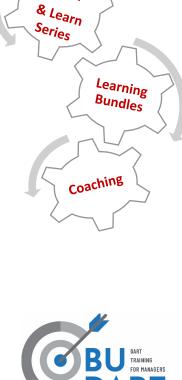
• Competencies: Collaboration, **Engagement and Trust**

• Focus areas: Challenges of hybrid world, metrics, working remote policy, technology, DEI/generational aspects, communication

DART 305- Fostering a High **Functioning Team**

• Competencies: Collaboration, Team Building, Communication, team strengths,

• Focus areas: Situational Leadership, team building, retreats, relationships, morale, effective meeting management, 5 dysfunctions of a team, collaboration



Lunch

Total Hours:

