

DART Training for Managers FY2024

<p>MANAGING YOUR ENVIROMENT DART 101-103</p> <p>Total Hours: 3</p>	<p>DART 101 - Welcome to DAR and our culture <ul style="list-style-type: none"> •<i>Competencies:</i> Organizational Scope, Global & Cultural Competence, Relationship building •<i>Focus areas:</i> 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 <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 102 – Welcome to BU and the Profession <ul style="list-style-type: none"> •<i>Competencies:</i> Knowledge, Impact, Organizational Savvy, Strategic Thinking •<i>Focus areas:</i> BU history, BU overview, campaign, HR policies/handbook, HR/university resources, state of advancement, DAR/BU’s place in the market, professional development, networking <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 103 – The Culturally Competent Manager <ul style="list-style-type: none"> •<i>Competencies:</i> Managing Diversity, Generations, Global & Cultural Competence •<i>Focus areas:</i> DEI & belonging, University level to local, expectations for leaders, knowledge, training, mentoring, staffing/career development <p>(Tuesday ZOOM) 1 hr</p> </p>		
<p>MANAGING YOURSELF DART 201-205</p> <p>Total Hours: 5</p>	<p>DART 201 - The Emotionally Intelligent Manager <ul style="list-style-type: none"> •<i>Competencies:</i> Self knowledge, Emotional Intelligence, Leadership, Managing and Motivating Others, Coaching, Managing Up, Delegation •<i>Focus areas:</i> Gallup engagement model, assessment tools: Strength Finder and EI (Emotional Intelligence Index), managing up, office “politics”, delegating, Managing stress and workload <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 202 – Managing Your Brand for Maximum Impact <ul style="list-style-type: none"> •<i>Competencies:</i> Presentation Skills, Managing up, Integrity, Professionalism •<i>Focus areas:</i> Conducting an effective presentation, your personal brand, social media presence, executive presence, meeting management, networking <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 203 – Finding & Keeping Top Talent <ul style="list-style-type: none"> •<i>Competencies:</i> Hiring and Staffing, Retention •<i>Focus areas:</i> All aspects and expectations for recruiting, hiring, and onboarding, manager’s toolkit, accountability, DEI in hiring, offboarding, policies and procedures, communication <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 204 – Managing Change & Difficult Conversations <ul style="list-style-type: none"> •<i>Competencies:</i> Conflict Management, Influence, Problem Solving, Dealing with Change, Strategic Thinking •<i>Focus areas:</i> communicating change/unpopular news, the change model, transparency, authenticity, staff leave policies/FMLA <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 205 – Getting it Done <ul style="list-style-type: none"> •<i>Competencies:</i> Industry/Sector Expertise, Strategic Thinking, Influence, Integrity •<i>Focus areas:</i> professional development to become a leader, manager versus leader, journey to leadership, managing your career <p>(Tuesday ZOOM) 1 hr</p> </p>
<p>MANAGING YOUR TEAM DART 301-305</p> <p>Total Hours: 5</p>	<p>DART 301 – Holding Your Team Accountable •<i>Competencies:</i> Accountability, Business & Financial Acumen, Emotional Intelligence, Strategic Thinking <ul style="list-style-type: none"> •<i>Focus areas:</i> 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. <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 302 – Growing & Recognizing Your Team <ul style="list-style-type: none"> •<i>Competencies:</i> Trust, Strategic Thinking •<i>Focus areas:</i> How to recognize others, explain promotion process & policies, <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 303 – Developing & Coaching Your Team <ul style="list-style-type: none"> •<i>Competencies:</i> Integrity, Professionalism, Industry/sector expertise, Strategic Thinking •<i>Focus areas:</i> difference between coaching and mentoring, development gaps and opportunities, use of the IDP DAR internal learning opportunities, external opportunities, policies, conferences, Office of Learning & Development, eTerrier, career competencies, coaching/executive coaching <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 304 – Adapting Your Leadership Style <ul style="list-style-type: none"> •<i>Competencies:</i> Collaboration, Engagement and Trust •<i>Focus areas:</i> 5 Disfunctions of a Team, panel discussion and Q&A on situational leadership <p>(Tuesday ZOOM) 1 hr</p> </p>	<p>DART 305– Your Leadership Journey <ul style="list-style-type: none"> •<i>Competencies:</i> Collaboration, Team Building, Communication, team strengths, •<i>Focus areas:</i> Continue your journey and sustaining learning, - Graduation ceremony <p>(Tuesday ZOOM) 1 hr</p> </p>

