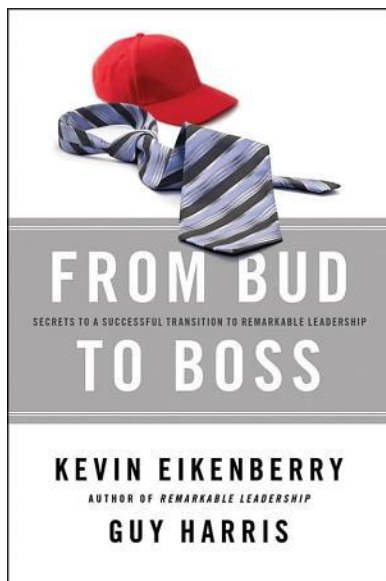


# Bud to Boss Toolkit®

## 20 e-Learning Courses to Ease the Transition...

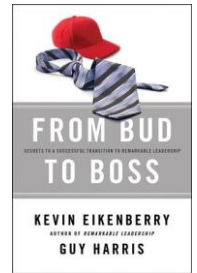


Moving into a position of authority brings new challenges and new responsibilities—some of which might be uncomfortable. And as a first-time supervisor, it's common to feel overwhelmed, anxious and stressed out about transitioning from co-worker to boss.

That's exactly why we created the **Bud to Boss Toolkit**. Designed specifically to address the needs of anyone who is new to supervising and managing others, **Bud to Boss** will provide the foundation you need to take on your new position and move forward in your career.

You'll find out how to communicate with former peers who are now your subordinates, how to give feedback, handle performance reviews, as well as conduct difficult conversations—all in a way that's comfortable, productive and successful for BOTH of you.

The sad truth is that [40% of new managers fail within the first 18 months](#) of promoting them because they don't get the training they need to deal with people, manage workloads, mediate conflict, juggle deadlines and much more. That is why this online learning and performance support is more important than ever – with a huge ROI for the organization!



# Bud to Boss® e-Learning Course List

## #1100m: Discussing Your New Leadership Role

Plan and conduct productive conversations with those you will work with in your new role.

## #1105m: Understand the Expectations of a New Role

Create clear expectations with your boss in your changing role

## #1110m: Creating the Mindset for Your New Role

Know what you need to do to transition your personal mindset to be effective in your new role

## #1115m: Control vs. Influence

Determine what you can control and influence to increase your personal and professional effectiveness

## #1120m: Communicating Positive Expectations

Know how to have positive expectations of others

## #1125m: Motivation for Change

Understand the factors that influence the desire and motivation to make a change

## #1130m: Accelerate the Acceptance of Organization Change

Know how to implement the right actions to accelerate the acceptance and success of any organization change

## #1135m: Diagnose Resistance to Change

Diagnose resistance to change to effectively lead and champion organization change

## #1140m: Dominant Communication Style

Know how to communicate and connect with employees who like to move fast and are task oriented

## #1145m: Inspiring Communication Style

Know how to communicate and connect with employees who are high energy and relationship oriented

## #1150m: Supportive Communication Style

Know how to communicate and connect with employees who care about others and like to evaluate before acting

## #1155m: Cautious Communication Style

Know how to communicate and connect with employees who are great with the data and like to evaluate before acting

## #1160m: Seven Components of Great Presentations

Apply the seven key components required to give a great presentation

## #1165m: Sources of Feedback

Understand where you can tap your feedback power and put it to use

## #1170m: Four Types of Feedback

Use the four types of feedback to create the right balance in your coaching

## #1175m: Six Step Coaching Model

Use the six step coaching model to lead others to higher levels of performance

## #1180m: Remove Yourself as a Source of Threat

Remove yourself as a source of threat during conflict to develop a mutual resolution plan

## #1185m: Creating a Conflict Resolution Mindset

Create a conflict resolution mindset to increase your ability to facilitate effective conflict management

## #1190m: Accelerate Goal Achievement

Articulate a compelling reason why a goal matters to accelerate progress towards achieving the goal

## #1195m: Goal Setting at Three Levels

Learn the three types of goals you can set to motivate and inspire your team to achieve higher levels of performance.”