

## MANAGER ESSENTIALS

# Program Schedule

|         | ACTIVITY TYPE    | ACTIVITY NAME                   | DESCRIPTION  |
|---------|------------------|---------------------------------|--|
| Week 0  | Slack Community  | Welcome to the Community        | Access + orientation to the Campfire Community on Slack  |
|         | Assessment       | Pre-Experience Assessment       | Assessment to identify areas for personal development  |
| Week 1  | Campfire Session | Manager Essentials Kickoff      | Introduction session to get to know your learning group and to kick off the Manager Essentials experience.   |
| Week 2  | Campfire Session | Build Trust on Your Team        | Trust is at the center of all high-performing teams. As a manager, you can create an environment where trust flourishes and team members work together effectively.          |
| Week 4  | Campfire Session | Define Success, Achieve Success | Teams look to their manager for measures of success. This session teaches managers to define success for each project their team takes on, upping the likelihood of success. |
| Week 6  | Campfire Session | Give Your Team Feedback         | Making feedback a habit can be challenging, but to be successful, teams must know what they're doing well and what they need to improve.                                     |
| Week 8  | Campfire Session | Lead Effective Meetings         | Meetings are a necessary part of leading a team effectively, but for many managers, most meetings feel like a poor use of time.  |
| Week 10 | Campfire Session | Make the Most of I-Is           | This session covers a simple framework for holding one-on-ones that helps your team members progress and keep you informed.  |
| Week 12 | Campfire Session | Set Clear Expectations          | The best managers are experts at defining expectations with their team and using those expectations to follow up and support each individual team member.                    |
|         | Assessment       | Post-Experience Assessment      | Assessment to highlight personal growth and areas for further development  |

Get started at [getcampfire.com/manager-essentials](https://getcampfire.com/manager-essentials)

