

MAKING THE CONNECTION

4-HR SESSION FOR ATO MANAGERS

After this 4-hour session, managers will be able to:

- Understand and communicate ATO direction and plans
- Engage employees in dialogue using *Making the Connection* modules
- Use facilitative approaches to more effectively communicate with employees
- Connect with other managers using the Leading Edge Forum Virtual Community

8:00 – 8:15 Module 1: Connecting with Our People (Director)

- Opening – “thank you” sets stage (1-minute)
- Show Video (7-minutes)
- Acknowledge Managers and local initiatives/efforts
- Tell them there is an hour at end for Q&As

8:15 – 8:30 Introduction / Purpose / Agenda / Expectations (Cadre)

- Introductions of cadre & around the room if necessary
- Objectives of meeting (slide)
- Agenda (slide)
- Expectations of Managers (slide)

8:30 – 9:00 Focus on Leadership (Cadre)

- Leadership vs. management skills (4 slides)
- Facilitative skills to improve employee discussions
- Set-up for Module 2: Ask questions / observe facilitation skills

9:00 – 9:25 Module 2: Connecting with Technology

- Introduce and show video (7-minute video)
- Facilitate discussion about video (15-minute discussion)
- Discuss area/local examples of automation and change

9:25 – 9:40 BREAK

9:40 – 10:05 Facilitation Skills (Cadre)

- Critique Facilitation Skills – What worked / What didn't (10-minutes)
- Facilitation Best Practices (slide/handout) (5-minutes)
- Presentation Skills Best Practices (slide/handout) (5-minutes)



- Set-up Module 3: Put your “mgr and employee hat” on and watch for both facilitation AND presentation skills (5-minutes)

10:05 – 10:40 Module 3: Connecting with Safety (Cadre)

- Introduce and show video (8-minutes)
- Facilitate discussion about safety culture (12-minutes)
- Critique facilitative skills – What worked / what didn’t (5-min)
- Critique presentation skills – What worked/ what didn’t (5-min)
- More Techniques to help Manager Discussions (5-minutes)

10:40 – 10:55 BREAK

10:55-11:50 Next Steps / Director Q&A (Director)

- Summarize importance of leadership and facilitation skills
- Review manager expectations: timeframes / tracking / evaluation / virtual community and feedback mechanism
- Q&A Session

11:50-Noon Close-out (Director)

- Evaluations (handout)
- Closing comments by Director

