



Commit 2 Mastery
Taking Your Career to the Next Level



ISPI
International Society
for Performance
Improvement

THE FIRST 90 DAYS

Managing for High Performance

A life-changing, two-day event for new team leaders that helps you understand yourself, your new job, and your new unit so that you can deliver high performance.

WHAT IS YOUR SITUATION

Are you a newcomer to management who is now responsible for leading a team or organizational unit?

Do you face a management situation with new challenges and need ideas and guidance on how to tackle them?

Are you under pressure to succeed quickly and meet the expectation of your superiors?

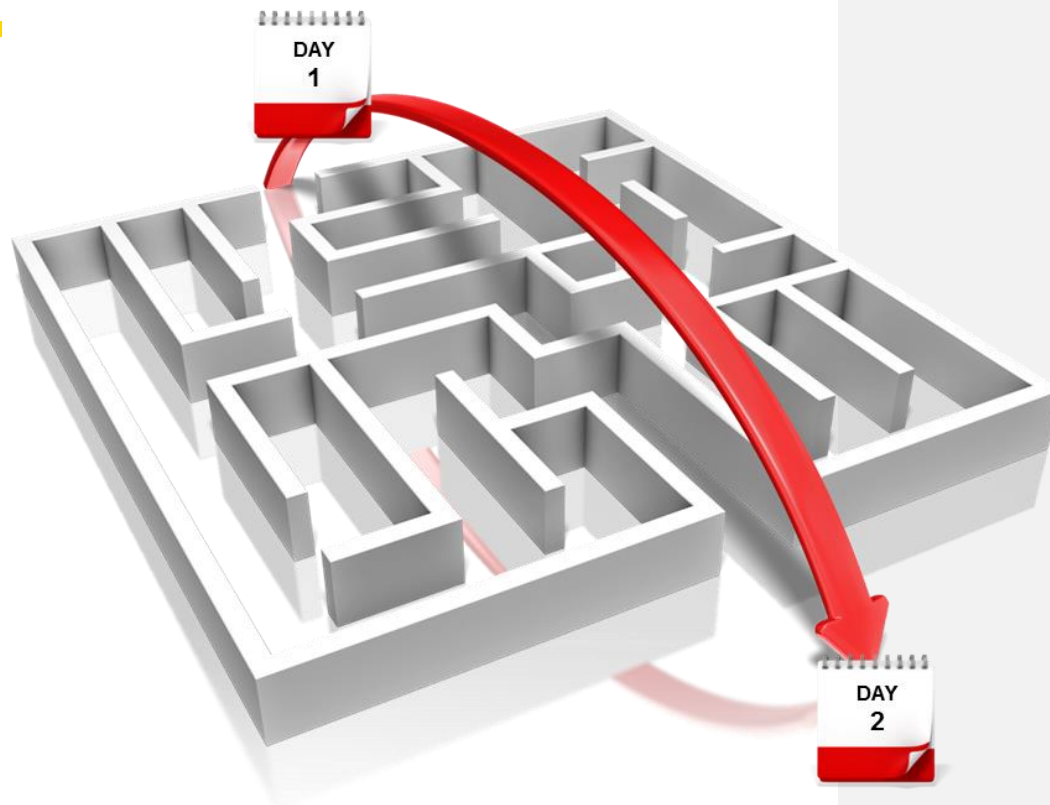
The “First 90-Days” is for YOU.

You will receive coaching, direction, and guidance to succeed in your new position.

This training course is developed to provide the necessary knowledge and know-how to catapult you quickly into strategic ways to manage for high performance.

As an added bonus, you will receive a comprehensive toolbox guiding you successfully in your new position and your future work.

WHAT IS THE COURSE ABOUT



The “First 90-Days” is a roadmap equipping YOU with a precise understanding of how to succeed in your new leadership position.

Day 1:

- Understanding performance in and of organizations
- Build a stable base: Set-up yourself
- Define the playground: Set-up your organization unit

Day 2:

- Drive your team: Set-up your people
- Make it happen: Manage for high performance
- Secure results: Manage your relationships

With our proven methodologies, you will ramp-up without having to start from scratch. Generic blueprints you will be able to customize will guide you.

The blueprint for success in the “First 90-days” has been developed over many years from thought leaders and experts from around the world.

You will be able to adapt the blue print to the specifics of your organization. The result is a quick ramp-up to learning, understanding, and adapting professional solutions.

COURSE CONTENT

Understanding your new job and unit

- Whom to talk to
- What information to collect
- How to define people and organization performance

How to set up yourself for high performance

- How to understand your needs
- How to organize yourself
- Starting something
- Techniques of following through
- Monkey management

How to set up your unit for high performance

- Levels of performance and how to manage them
 - Organization level
 - Process level
 - Job level
- Performance Systems

How to set up your people for high performance

- How to define the playground
- How to define rules of the game
- How to communicate legitimate expectations

WHAT WILL YOU GET

Managing for high performance

- Different ways of managing and its impact on people
- Managers are reason no. 1 why people leave their jobs
- Stewardship
- Shared Leadership

Managing your Relationships

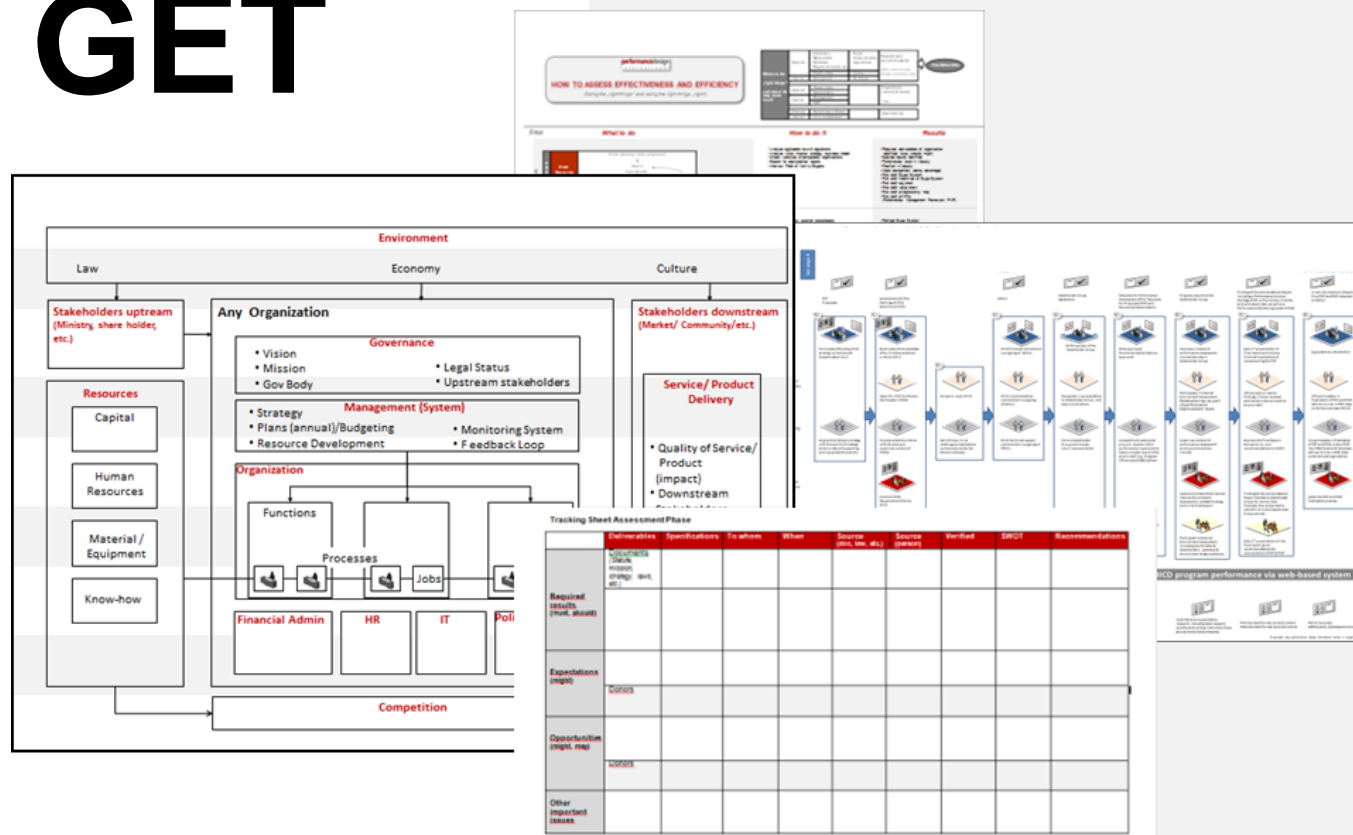
- Former peers
- New peers
- Superiors
- Reports
- Private relationships

Making it all actionable

- How to develop realistic road maps to high performance

You will get credit points towards ISPI's CPT re-certification

WHAT WILL YOU GET



The collage features several key documents:

- Organizational Framework:** A central flowchart titled "Any Organization" showing its internal structure. It is influenced by an "Environment" (Law, Economy, Culture) and "Stakeholders upstream/downstream". Internal components include "Governance" (Vision, Mission, Gov Body), "Management (System)" (Strategy, Plans, Resource Development, Monitoring, Feedback), and "Organization" (Functions, Processes, Jobs). Resources like Capital, Human Resources, and Material/Equipment are shown on the left, while "Competition" is at the bottom.
- Tracking Sheet:** A table titled "Tracking Sheet Assessment Phase" with columns for Deliverables, Specifications, In whom, When, Source, and Verified. It includes rows for "Required results", "Expectations", "Operational", and "Other important issues".
- Process Flow Diagram:** A series of interconnected boxes and arrows on the right, illustrating a workflow or process sequence.
- Assessment Grid:** A smaller table at the top right titled "HOW TO ASSESS EFFECTIVENESS AND EFFICIENCY" with columns for "What to do" and "Results".

All presentations and handout support materials are for you to keep for your personal use.

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WHY YOU SHOULD ATTEND

- Performance based workshop designed and delivered by experienced professional performance improvement managers
- Focused on proven tips, tools and techniques getting YOU the required results
- Takes a systemic holistic view of the organization
- Takes an integrated approach to managing the people, process and the organization and show impact
- Organized around a user-friendly approach
- Delivers a set of tools you can use to understand your business unit
- Focused on accomplishments and business results
- Have fun in an interactive environment and learn from your peers

Get certified

ISPI's Certified Performance Technologist Certification was established to help practitioners prove their level of proficiency; distinguish themselves among the performance improvement community; and fill the growing demand for people who can create positive impact for a wide variety of companies, industries, and organizations.

The certification process includes:

- Documentation of work examples, based on a set of standards, criteria, and code of ethics
- Rigorous peer review and evaluation of submissions, using a systematic, measurable process
- Continuing education requirements for re-certification every three years



International Society for
Performance Improvement

Some of the work you're already doing may help you on your way to earning your CPT today. Join an exclusive group of practitioners who are making a difference for organizations in 46 countries around the world.

**ROGER ADDISON, PhD, CPT**

is an internationally respected practitioner of Performance Improvement Consulting and principal and Chief Performance Officer of Addison Consulting.

As the Senior Director of Human Performance Improvement for the International Society for Performance Improvement (ISPI) he was responsible for educational programs and implementing performance improvement systems.

Prior to his work with ISPI, Roger was Vice President and Manager at Wells Fargo Bank. His responsibilities included executive coaching and education, change management and partnering with line managers to improve performance.

WHO ARE THE TRAINERS

**KLAUS WITTKUHN, CPT**

is managing partner of performance design international (pdi), a company specialized in performance improvement projects in industry, government, local government and NGOs.

Previously he was managing partner of a German consultancy that focused on organizational development and training based on the performance improvement methodology also. He was in Senior Management of a consultancy (800 people) specialized on financial services and his first career was in the Military where he managed training centers.

Both have been awarded the highest award of the International Society for Performance Improvement (ISPI) to recognize their achievements in methodology development and they were the first one to achieve the Geary Rummler Award for the Advancement of Performance Improvement.

They consult with Fortune 500 organizations to help them align their business requirements with bottom line results. Together they have more than sixty years experience assisting line and staff managers improve the performance of their employee, processes and organization mission and vision.

When will the program take place?

The training will last two days from 8:30 a.m. – 5:30 p.m.

Reception for participants will be on day one from 8:00 a.m. – 8:30 a.m.

What are the terms?

The participation fee is \$1,495 per participant and includes:

- Re-usable handout materials developed from practice
- Buffet lunch on all three days
- Coffee, tea and refreshments

A 10% discount applies on the second and third participant from the same organization.

A 15% discount applies to every additional participant from the same organization.

Please arrange for your own accommodation.

If you have any questions before registering, please contact info@commit2mastery.com

We will respond to your questions immediately.

WHEN? WHERE? HOW TO REGISTER?

To register go to:

<http://www.commit2mastery.com>

If you are interested but cannot participate please use the same link.

You can leave your email address and we will inform you about other training courses to come.



International Society for Performance Improvement

The International Society for Performance Improvement (ISPI) and its members use evidence-based performance improvement research and practices to effect sustainable, measurable results and add value to stakeholders in the private, public, and social sectors.

We help people and organizations make a difference. To their co-workers and clients. Their communities. Their world. By providing tools and strategies for effective and universal improvement, we are helping members create bigger impact, make greater contributions, and, ultimately, make our world a better place to be.



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The background features a close-up of a person's face in silhouette, looking through a pair of safety goggles. The goggles have a bright orange lens, and through it, a bright yellow and orange flame is visible. The overall color palette is dominated by warm, fiery tones.

BEING BETTER MATTERS

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