

# Introducing the New Program



There are many ways you can structure a new manager training program, but one popular method used by many BizLibrary clients is to structure your curriculum in stages, levels, or years.

Another element to include in your new initiative is to brand your program. You can brand your program by giving it a name. Examples: Acme University, Learning Allstars, or Learning Institute.

Once you decide how you'd like to structure your program, communicate the new initiative to your organization and participants. Welcome new participants to the program with an acceptance letter and provide a schedule of upcoming assignments.

Announce the program to the entire company through your company's intranet, newsletter, flyers, team meetings, or email to create awareness and build excitement.

Provide recognition to learners who successfully complete your new manager or leadership development training program through a graduation ceremony, company swag, and company-wide announcements.



## BENEFITS

By aligning your new manager training or leadership development program objectives with your overall organizational goals, culture, and core values, you'll be able to define criteria and choose relevant courses.

## BENEFITS OF BRANDING YOUR PROGRAM:

- 1 Create awareness
- 2 Add excitement
- 3 Increase engagement

## EXAMPLE

Navigate to your the team's profile, select customize home page, and adjust the widgets to your needs!

Create a team of learners involved in the program to easily keep track of assignments, and use the customized home page to communicate with the team. Here you can remind learners about an upcoming assignment, new playlist, or recommended a topic for an additional self-directed learning experience.

## TEAM PLAYLISTS

4 Skill Sets for Successful Leadership

4 Ways to Motivate Your Team

12 Essential Leadership Skills

Accountability Overview For Managers