

# Managing at Yale

## Managing for Results

### Sample Program Outline

The goals of this five-week program (four weeks with a final reflection week) are to describe how managers deliver results by effectively:

- Managing their business, themselves, and their people
- Using tested and proven concepts to make it easier and more satisfying to get results and encourage full engagement of your people

Offline time estimates are approximate, based on individual and team study habits.

Week	Topic	Estimated Time Commitment
Week 1	<b>Getting Started &amp; Managing My Business</b> <ul style="list-style-type: none"><li>• Acclimate to the virtual learning environment &amp; connect with fellow cohort members</li><li>• Explore ways to improve your department and service you deliver to your customer</li></ul>	Offline: 120 mins Live Sessions: 90 mins Mon – 1:00 – 1:30 PM Kickoff Session Fri – 11:00 -12:00 PM – Managing My Business
Week 2	<b>Managing Myself</b> <ul style="list-style-type: none"><li>• Create your management agenda</li><li>• Learn about the importance of delegation and time management</li></ul>	Offline: 120 mins Live Session: 60 mins Thu – 9:00– 10:00 AM – Managing Myself
Week 3	<b>Managing My People</b> <ul style="list-style-type: none"><li>• Learn how to manage in the moment</li><li>• Develop effective communication skills you can use in work and life</li></ul>	Offline: 120 minutes Live Session: 60 mins Wed – 1:00 – 2:00 PM – Managing My People
Week 4	<b>Building a Cohesive Team</b> <ul style="list-style-type: none"><li>• Learn about the 5 Behaviors of a Cohesive Team and how to apply the principles</li></ul>	Offline: 180 mins Live Session: 120 mins Thu – 11:00 – 1:00 PM
Week 5	<b>Capstone Week</b> <ul style="list-style-type: none"><li>• Finalize assignments</li><li>• Complete required To-Do items</li><li>• Finish &amp; Submit Final Assignment</li></ul>	Offline: 150 mins Live Session: 60 mins Mon – 1:00 – 2:00 PM – Final Review and Q&A