



SHIFT Leadership Series: Today's Managers Becoming Tomorrow's Leaders

Transforming Teams Through Inclusive Hiring and Effective Performance Management

April 18 | 3-4pm EST

April 25 | 3-4pm EST

Two 1-hour workshops providing managers with what it takes to be a standout manager during the hiring process and beyond, achieving the desired business outcomes for growth and productivity.

Price - \$195.00

Workshop Host:

**Katherin Nukk-Freeman,
SHIFT Co-Founder**

Employment law attorney, training instructor, and industry thought leader.

Katherin has partnered with clients to develop and implement strategies to manage risk, comply with the law, increase productivity, and create an overall better workplace. She has become an industry leader and trusted advisor in both addressing workplace issues and creating an inclusive company culture. Together with SHIFT Co-Founder Suzanne Cerra, Katherin has worked to establish a norm for workplace equality and inclusion and has partnered with hundreds of clients to provide guidance and help to proactively address corporate HR Compliance and training programs.

Workshop Overview

A development workshop designed for leaders and managers looking to learn:

- How to hire the “right” candidate,
- How to coach for performance,
- How to have constructive conversations with employees,
- How to support employee development.

And do so in a way that is both informative and engaging.

By the end of this 2-part workshop, participants will become better managers armed with the necessary tools and skills for hiring, managing performance, and rewarding employees.

Fostering an environment where a high-functioning, product team can thrive even during disruption is a necessary skill for supervisors in order to create a successful workplace environment.

Performance Management: A Year-Round Requirement

Performance management starts before an employee is even selected, and hiring the right person for the position makes performance management that much easier. This starts in the hiring process and carries through with a continual, positive collaboration between a supervisor and their team - all year long.





Many employees will tell you:

- They aim to be successful contributors.
- They want to clearly know what is expected of them.
- They want to be armed with the tools to most effectively achieve these expectations.

It is the role of the supervisor to clearly communicate expectations from the start of tenure and provide employees with the tools, training, and information needed to be successful.

In an effort to help mitigate an issue before it escalates, performance management must become a regular and constructive aspect that includes a fair performance evaluation, opportunities to recognize successes and achievements, and occasions to address performance issues in a proactive and timely manner.

Recognizing Inclusive Hiring

A vast body of research shows that the hiring process is biased and unfair. Unconscious racism, ageism, and sexism too often play a role in who is hired for a position. However, there are steps leaders can take to recognize and reduce these biases.

This workshop will address where managers should start in creating an inclusive hiring experience, and how they can help others on the team do the same.

SHIFT Leadership Series: What to Expect

If you are a manager seeking top talent and striving to enhance your team's performance, this training will help you to:

- Learn vital inclusive candidate screening techniques.
- Identify the dos and don'ts of proper interviewing.
- Tackle bias in the talent life cycle.
- Adopt best practices of effective performance management.

Tuesday, April 18 | 3-4pm EST Best Practices in Hiring

- Effective Screening Tactics
- Inclusive Interview Techniques
- Reducing Bias in the Hiring Process
- Documenting Interviews
- Interview Evaluation & Debrief
- Six Signature Traits of Inclusive Leadership

Tuesday, April 25 | 3-4pm EST Effective Performance Management

- Coach for Performance
- Preparing Annual Reviews
- Employee Constructive Conversations
- Anticipating Employee Responses
- Delivering the Annual Review
- PDF - Prepare, Deliver, Follow-Up on Feedback

