

Manager's Toolbox Intensive Position Description

The Manager's Toolbox Intensive is a 12-hour training program designed for supervisors, team leads, and emerging managers seeking to strengthen their leadership and team management skills. The program offers practical strategies for effective communication, performance management, conflict resolution, decision-making, and managing workplace stress. Participants will learn to distinguish between leadership and management, enhance people management techniques, and apply real-world tools to build productive, engaged teams and foster a positive work environment.

Minimum Instructor Criteria:

- **Experience:** Minimum of 7 years in management, supervision, human resources, organizational development, or leadership roles.
- **Instructional Experience:** Prior experience delivering professional development, training, or facilitation in workshop or virtual formats.
- **Applied Knowledge:** Ability to integrate real-life management scenarios and lead practical exercises.
- **Collaboration:** Openness to working with a team of presenters to ensure a cohesive program experience.
- **Availability:** Commitment to attending one planned meeting and delivering 12 hours of instruction across six live online sessions.

Additional Instructor Experience

(Preferred but not required)

- Certification in management, leadership, HR, or coaching (e.g., PMP, SHRM, Coaching certifications)
- Experience supporting team culture, conflict management, and employee development
- Familiarity with DEI principles in leadership and supervision