



Live, work and lead for success



FICS Learning Capsules are practical sessions that give you what you need to get great jobs, keep great jobs and lead and grow in the workplace. We've been doing this in Canada and internationally for a long time, and we know what works when it comes to work. Now we want to share it with you! There are six capsules in total. Sign up for as many or as few as you like, depending what you're looking for.

Learning Capsule 5: Manage your Boss

Develop your skills to work most effectively with your boss. Seek and keep the (positive!) attention of your boss, and discover and live up to their expectations. Become the star employee you know you are and be happier and more successful at work.

Session 1: During the first session of Capsule 5, participants reflect on what boss's need from their employees to succeed. Participants will consider the signals that tell them what they should be providing to them to improve the relationship and begin to thrive in the workplace.

Outcome: Understand what your boss needs from you to succeed

Session 2: During the second session, participants will consider their approach to authority and how that may help or hinder the relationship. They will also consider how to effectively capture the positive attention of their boss.

Outcome: Define the gap between what your boss needs and what you are currently providing to them

Session 3: During the third session, participants will develop practical skills to improve the boss-employee relationship and increase happiness for everyone in the workplace.

Outcome: Develop skills to strengthen your relationship with your boss and increase their appreciation for you

Resources and References:

- Loeffler, K. "Keeping Employees of Choice"
- Spencer, N. Getting Passion out of your Profession
- Gabarro, J. and J. Kotter Managing your Boss

Facilitators: Kathrina Loeffler and Christian Vulpe are professional educators and certified professional facilitators. They are both dynamic speakers and hold Ontario Teaching Certificates, Master of Education degrees and training in adult education from St. Francis Xavier University. They have been delivering quality education programs that engage participants and strengthen the skills of people to succeed in the workplace since 2011.

When: Friday evenings 6:00 – 8:00 PM

Where: Downtown Toronto

How long: 3 weeks

How much: \$199.00