

# 52 and You

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The **HAYES** Approach



Hello Friend,

Do you have a need for leadership and management training? We believe we can help.

The 52 and You program is designed to be a yearlong weekly management and leadership tool for your front line managers and their teams. Each module will deal with one discrete topic or, in the case of larger subjects, one aspect of the subject. The modules are designed to present a topic in an informative but precise manner. It would be a great addition to a weekly staff meeting.

Each module is accompanied with a facilitator's guide for the presenting manager that contains all the information needed to present the topic. An interactive study guide is also provided for each participant. The study guides are designed to be completed as the participant completes the module. Our specific outline and instructions allow any manager or supervisor to facilitate these sessions successfully.

We believe these tools along with the modules will create a successful learning environment.

This package can be highly customized to fit a large number of organizational structures. We are confident that we can craft the optimal solution for your company.

Please review the following module schedule and feel free to email us any questions at [info@thehayesapproach.com](mailto:info@thehayesapproach.com). Be sure to check out our Diversity module at [thehayesapproach.com/training-and-development](http://thehayesapproach.com/training-and-development).

Sincerely,

The Hayes Approach

The Hayes Approach  
600 East Washington Street  
Greenville, SC 29601  
864-363-0335  
[thehayesapproach.com](http://thehayesapproach.com)

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## Course List

Week	Topic Area	Module #	Summary Point
1	Diversity	1	What is diversity?
2	Diversity	2	Why should businesses care about diversity?
3	Diversity	3	Applying diversity to our business.
4	Diversity	4	Resolving diversity issues in the workplace.
5	Communication	1	How to listen.
6	Communication	2	How to communicate a message.
7	Communication	3	How to remove barriers to good workplace communication.
8	Communication	4	How to handle difficult conversations.
9	Accountability	1	What is accountability?
10	Accountability	2	Encouraging "mistakes".
11	Accountability	3	Holding myself accountable.
12	Accountability	4	Creating an accountable team.
13	Productivity	1	Why 'manage' time?
14	Productivity	2	Common time thieves.
15	Productivity	3	Conducting a 'time check up'.
16	Productivity	4	Making 15 minutes count.
17	Motivation Week!		
18	Stress Management	1	What is stress?
19	Stress Management	2	What are the common causes of negative stress.
20	Stress Management	3	How to manage stress at work.
21	Stress Management	4	Making stress work for me.
22	Customer Focus	1	What does customer focus mean?
23	Customer Focus	2	Who is my customer?
24	Customer Focus	3	How can I tell what my customer wants?
25	Customer Focus	4	Delivering difficult messages.
26	Professionalism	1	Would I hire me?
27	Professionalism	2	Managing my career.
28	Professionalism	3	Coworker or friend?
29	Professionalism	4	5 Best practices
30	Values at Work	1	Integrity
31	Values at Work	2	Work Ethic

32	Values at Work	3	Reliability
33	Values at Work	4	Kindness
34	Motivation Week!		
35	Goals	1	What's the point?
36	Goals	2	Setting a SMART goal
37	Goals	3	Measuring progress
38	Goals	4	Adjusting course
39	Successful Meetings	1	What does a good meeting look like?
40	Successful Meetings	2	Preparing for success.
41	Successful Meetings	3	Agendas and action plans
42	Successful Meetings	4	The usual suspects that derail meetings
43	Continuous Improvement	1	What does it mean?
44	Continuous Improvement	2	How would it work in our environment?
45	Continuous Improvement	3	A simple example
46	Continuous Improvement	4	Putting it to work
47	Employment Law 101	1	Common employment laws and how they impact our workplace Part 1
48	Employment Law 101	2	Common employment laws and how they impact our workplace Part 2
49	Employment Law 101	3	Preventing Harassment at work
50	Employment Law 101	4	Preventing Harassment at work
51	Employment Law 101	5	Understanding FMLA
52	Motivation Week!		
Plus 3 bonus motivation sessions			