

Program Logistics and Schedule



COMMUNICATIONS

- HRD has provided a kickoff message for your organization to send participants to welcome them to the program ([please find here](#)).
- ***Please cc Amanda and hrdprograms@hrdleadership.com.***
- HRD has provided a kickoff message for your organization to send the participants' managers ([please find here](#)). *Please share this email with participants' managers to prepare them for the program and highlight ways they can support their leaders throughout the experience.*
- ***Please cc Amanda and hrdprograms@hrdleadership.com.***
- HRD will send pre- and post-communications for each workshop from the calendar invites. Reminders will come from hrdprograms@hrdleadership.com.
- HRD will also provide additional reminders and updates as necessary.

CALENDAR INVITATIONS

- Workshop invitations will be sent by HRD from hrdprograms@hrdleadership.com.
- Invitations will be labeled: GDM Seeds – Manager Essentials: Workshop Name
- HRD will cc Danielle Juarez and Lauren Somers on all invitations.
- HRD will send the Kickoff and Celebration invitations to the list of managers provided, as well as any additional leadership identified as appropriate attendees.

SUPPLIES

- Handouts provided by HRD.

ACCOUNTABILITY PARTNERS

- GDM Seeds will assign accountability partners.
- Will send week of June 1 after all participants are identified.

KICKOFF ENGAGEMENT

- Daniel Juarez will identify leadership to be available for kickoff.

ACTION ITEMS PAGE

- This is the page your team will have access to which will have their pre-work for each workshop. We will launch this at the first workshop.
 - [GDM Seeds – Manager Essentials – HRD – THE Leadership Development Company](#)

WHITELIST

Please provide the following websites and email addresses to IT for whitelisting

- member@surveymonkeyuser.com
- <https://www.surveymonkey.com/>
- noreply@wiley-epic.com
- <https://www.wiley-epic.com/>

L-FACTOR STATUS

Your L-Factor Status ensures the right leadership conditions are in place for meaningful, lasting development. We'll monitor this on your Resources Page, and your facilitator will partner with you if any realignment is needed along the way.

SOCIAL MEDIA

- GDM gave approval for social media.

MANAGER ESSENTIALS DEVELOPMENT PROCESS AND DATES



GDM Seeds	2026
Workshop: Program Kickoff: Developing Your Leadership Mindset, Review Assessment Process	June 9 9am – 11am ET Virtual
Pre Self-Assessment & DiSC Window	
Workshop: Know and Grow Your Team: DiSC Review, Giving & Receiving Feedback, Accountability	June 24 8:30am-2:30pm ET In-person
Workshop: Leading Through It All: Change, Conflict, and Uncertainty	August 6 8:30am-2:30pm ET In-person
Post Self-Assessment Window	
Workshop: Post-Assessment Review & Celebration	August 27 9am – 11am ET Virtual