**This file includes text about the program and its coursework. You may use this in the template but it is not required. This text should give you an idea of how “text heavy” our communication is.**

[**ADAPT: Advanced Development and Planned Transition**](https://www.compassmylms.com/course/view.php?id=217)

ADAPT is a multi-site manager development program designed to build a bench of multi-site managers consistent with the growth of the business and expected rate of labor turnover.  Participants in ADAPT have the opportunity to meet, network and collaborate with colleagues representing the spectrum of sectors and business lines in Compass Group.

The ADAPT program consists of a live kickoff event, self-directed learning, virtual classroom experiences, a project and a closing graduation. The project’s focus will be on applying knowledge acquired during the program in a real world setting with an opportunity account.  The ADAPT participants will track and share the results of their project. Guest speakers from across Compass Group will present real world experiences and examples during online classes or chats with ADAPT participants.

**Online Classes**

During the program, there are five (5) mandatory WebEx online classes.  More than one scheduled date/time will be available for each topic.  ADAPT participants will select the date/time preferred, but must attend all five as a requirement for completing the program.

District/Region Finances + Debrief on Situational Leadership

Talent Management + Debrief on Harvard Business Review article, 'Managing Oneself'

Compass Group Sales Process + Debrief on Working From A Distance

Legal and Contracts + Debrief on Harvard Business Review article, 'Manage Your Energy, Not Your Time'

Compass Group Corporate Finance + Debrief on Harvard Business Review article, 'Who's Got The Monkey?'

**Reading Assignments**

The following reading assignments must be completed and participants prepared to debrief in discussions held during WebEx online classes.

1. Harvard Business Review articles in HBR's 10 Must Reads On Managing Yourself:

Managing Oneself *by Peter F. Drucker*

Manage Your Energy, Not Your Time *by Tony Schwartz and Catherine McCarthy*

Management Time: Who's Got the Monkey? *by William Oncken, Jr., and Donald L. Wass*

How Will Your Measure Your Life? *by Clayton M. Christensen*

2. *The Situational Leader* by Dr. Paul Hersey

3. *Working from a Distance* by Debra A. Dinnocenzo

**ADAPT Project**

Every ADAPT participant will complete a project as one of the requirements for graduation from the program.  The RVP or region leader of the ADAPT participant selects an account in the region (not the participant’s account) with which the participant will work.  In the course of the project, each ADAPT participant must use tools and concepts learned in the program to analyze the operation, identify improvement opportunities, recommend actions and apply leadership skills to work with the district or region leader for the account, account unit leader and unit team to implement, track and measure improvements.

The ADAPT participant is required to submit work demonstrating the use or completion of the following:

SWOT analysis on the opportunity account

Action plan with recommendations, goals and timeline to address identified improvements

Proforma on the account reflecting the financial impact of proposed actions (including any anticipated costs, and projected financial and other outcomes)

Present findings in a live meeting to RVP and Region team

Presentation should include SWOT analysis findings, Recommendations, Proforma, projected outcomes for the account and how they will be measured

Gain RVP agreement on recommended actions to be taken

Use DiSC knowledge and situational leadership skills to work with the account to implement action items, then track and measure progress and outcomes

Prepare a QBR/JRC/CBR (quarterly client review) presentation for the account.

*Optional at the discretion of the RVP and RDO/DM: include ADAPT participant in the actual QBR/JRC/CBR meeting with the client*

Prepare and present to the RVP and region team a project status update (when participant nears end of ADAPT program) on the opportunity account, including progress on improvements and results achieved so far

Day In The Life

ADAPT participants must complete four (4) Day in the Life shadowing experiences.  Three of the Day in the Life experiences must be conducted with multi-site leaders (e.g. RDO, District Manager, Regional Manager).  Of these, one must be a multi-site leader in a different sector from the participant.

The fourth Day in the Life experience must be with a region or sector level support/corporate department team member.  Examples are: sector/division financial director, sector/division marketing manager, sector/division executive chef, sector/division sales director.

The purpose of the Day in the Life experience is to see the role firsthand, understanding better the role itself and looking for takeaways you may apply to current and future roles in the organization.  In Day in the Life experiences with region/sector level support teams, participants should learn how the role supports/interacts with multi-site leaders, expectations and best practices for fostering productive relationships.

ADAPT participants should keep a list with the names of those shadowed and the date for submission upon request.  In addition, the ADAPT program manager will periodically audit DIL by verifying shadow information with the person shadowed and ask the ADAPT participant to provide takeaways from the shadowing experience.

**Q+A Chat with ADAPT Graduates**

We'll host a Chat in MyLMS for ADAPT participants to network online with an ADAPT graduate.  ADAPT participants must participate in 2 Q&A Chat sessions during their ADAPT program, but may attend as many Chats as they like.  See scheduled dates below and put the dates you prefer on your calendar.