



**Equip HR
Africa**
Driving the learning culture

www.equiphrafrica.co.za

4-Day Masterclass

Management & Leadership Development Programme

Management Intelligence Explored

SPECIAL DISCOUNT

Book Early and Qualify for **Special Discounts** ranging from **10% to 20%**. See cover email for special discount rates.

Special Discounts are valid till **30 June 2015**.

Thereafter normal discounts will apply (see registration form on last page of this brochure for fees and normal discounts).

N.B. In order to secure your seats it is important to send us a completed registration form.

8 - 11 September 2015, Protea Hotel Kampala, Kampala, Uganda

This program has been designed to equip management with the extra skills and knowledge in order to get their teams and staff to excel as well as be the boss that everyone loves and respects. People will want to work for you and want to make you proud, but at the same time achieving the goals for the organisation.

**The complete program
is 4 full days, an
investment in your
career, team and self.**

4-Day Masterclass

Day 1

Introduction

1. How Good Are Your People Skills?

In almost all jobs, your people skills – also known as "soft skills" – have as much of an impact on your success as your technical skills.

2. How Good Are Your Management Skills

To be a great manager, you must have an extensive set of skills – from planning and delegation to communication and motivation

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Leaders and Managers

1. Mintzberg's Management Roles

Identifying the Roles Managers Play

2. Dunham and Pierce's Leadership Process Model

Taking an Intelligent, Long-Term Approach to Leadership

Dunham and Pierce's Leadership Process Model helps you think about this, and understand why it's important to adopt a positive and long-term approach to leadership.

3. French and Raven's Five Forms of Power

Understanding Where Power Comes From in the Workplace

Do you recognize these types of power in those around you – or in yourself? And how does power influence the way you work and live your life?

4. Fiedler's Contingency Model

Matching Leadership Style to a Situation

What is your natural leadership style?

5. Leadership Style Matrix

Choosing the Best Leadership Approach

Different people and different types of projects need different leadership styles. But how do you know which approach is best for each project, person, or situation?

6. 10 Common Leadership and Management Mistakes

Avoiding Universal Pitfalls

Experience is the name every one gives to their mistakes. – Oscar Wilde
In this section, we're looking at 10 of the most common leadership and management errors, and highlighting what you can do to avoid them.

7. Level 5 Leadership

Achieving "Greatness" as a Leader

If you're in a leadership role, then you've likely wondered how you can move to that "next level", going from good to great leadership.

8. Building Expert Power

Lead From the Front, at Work

9. "I Swear by Apollo"

Being Accountable to Yourself in Leadership

Any nuts-and-bolts leadership primer will explain that one of the key leadership competencies is holding others accountable. But a leader cannot expect to hold others accountable successfully if they are not holding themselves accountable first.

10. Leading by Example

Making Sure You "Walk the Talk"

11. Emotional Intelligence in Leadership

Learning How to Be More Aware

12. The Agile Leader:

Adaptability

There is a well-known Chinese proverb that says that "the wise adapt themselves to circumstances, as water moulds itself to the pitcher."

13. The Talisman of Leadership:

Authenticity

14. The Power of Trust:

A Steel Cable

Trust pervades nearly every aspect of our daily lives. It is fundamentally important in the healthy functioning of all of our relationships with others

15. What's Empathy Got to Do With It?

Empathy is valued currency. It allows us to create bonds of trust, it gives us insights into what others may be feeling or thinking; it helps us understand how or why others are reacting to situations, it sharpens our "people acumen" and it informs our decisions.

16. Accounting for Time

Making Best Use of a Precious Resource

Day 2

The Team

1. Forming, Storming, Norming, and Performing

Understanding the Stages of Team Formation

When you understand it, you can help your new team become effective more quickly.

2. Improving Group Dynamics

Helping Your Team Work More Effectively

3. Team Charters

Getting Your Teams Off to a Great Start

Team Charters are documents that define the purpose of the team, how it will work, and what the expected outcomes are. They are "roadmaps" that the team and its sponsors create at the beginning of the journey to make sure that all involved are clear about where they're heading, and to give direction when times get tough.

4. Team-Building Exercises

Planning Activities That Actually Work

Too often, managers plan an activity with no real thought or goal in mind. This tends to be a waste of time – and managers risk losing the team's respect when they plan an exercise that doesn't actually help those involved.

5. The JD-R Model

Analysing and Improving Employee Well-Being

A positive working environment can reduce work-related stress.

6. Waldrop and Butler's Six Problem Behaviours

Overcoming Obstructive Behaviour Patterns

Do you have a "bulldozer" on your team? Learn how to change their behaviour.

Day 3 Coaching

1. The GROW Model

A Simple Process for Coaching and Mentoring

As a leader, one of your most important roles is to coach your people to do their best. This may sound daunting. But if you arm yourself with some proven techniques, practice, and trust your instincts, you can become a great coach.

2. Coaching to Develop Self-Awareness

Helping People Get to Know Themselves

Developing self-awareness is important for better relationships and for a more fulfilling life, both in the workplace and at home.

3. Gibbs' Reflective Cycle

Helping People Learn From Experience

You can use it to help your people make sense of situations at work, so that they can understand what they did well and what they could do better in the future.

4. Helping Your People Find Purpose in Their Work

Finding Deeper Meaning in a Job

No matter what you do, your job exists for a reason. When you know that reason – and when you fully understand how your efforts make the world a better place for someone else – you have found your job's purpose.

5. High-Performance Coaching

Achieving Full Potential

High-performance coaching is about helping all people reach their full potential, in any area of their lives. For the manager as coach, this means working with people to improve their performance at work.



Day 4

It's all about YOU!

1. Authenticity

How to Be True to Yourself

2. Being Effective at Work

Essential Traits and Skills

Although many of us like to think that we're 100 percent effective, the truth is that most of us have strengths and weaknesses that impact our effectiveness. Many of us could benefit from tweaking at least a few of our skills, in order to become even more effective.

3. Breaking the Glass Ceiling

Reaching for the Top With Everyday Tools

4. Developing Charisma

Increasing Your Influence in the Workplace

Charisma is something that many people believe you're born with. However, this isn't the case – you can become more charismatic.

5. Developing Personal Accountability

Taking Responsibility to Get Ahead

When you're personally accountable, you take ownership of situations and see them through.

6. Finding Your Allies

Building Strong and Supportive Relationships at Work

"A problem shared is a problem halved."

With strong, mutually beneficial relationships with your allies, you can survive and thrive in the corporate arena, and you can get things done quicker, and more smoothly.

7. Intentional Change Theory

Achieving Manageable, Meaningful Change

"Without continual growth and progress, such words as improvement, achievement, and success have no meaning."

– Benjamin Franklin.

8. Kelley and Conner's Emotional Cycle of Change

Keeping Going When You Make a Voluntary Change

9. Personal SWOT Analysis

Making the Most of Your Talents and Opportunities

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities you need to advance your career.

10. Professionalism

Developing This Vital Characteristic

So, what is professionalism, and why does it matter?

And how can you be completely professional in your day-to-day role?

11. Taking Initiative

Making Things Happen in the Workplace

"Initiative is doing the right thing without being told." –

Victor Hugo, French writer



Facilitator

Rosanne Steyn

(Executive MBA, International MBA, BBA Human Resources Management, Dip IR(Unisa), Dip OM(Unisa)

Rosanne Steyn has over 13 years of facilitating and consulting experience. She has studied various management disciplines and has experience in various fields and industries.

Rosanne uses an encouraging method for facilitating, incorporating motivation methods as well as learner participation. Her belief is that all learning needs not be "theory" based but that the theory needs to be presented in a realistic light, taking real life work experience and the theory of "how it should be" together, this process assists the learners gain the most from the workshops and incorporate it in their work. This process ensures that the learner has the confidence and the tools to take their new knowledge back and implement it.

Rosanne is a dynamic and able speaker. Her positive energy and vibrant personality adds the extra advantage to the learners' learning experience. Rosanne has trained internationally as well as locally(South Africa), working and consulting for huge private sector corporates, government, government departments and parastatals.

Facilitator

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To register email: info@equiphrafrica.co.za or alternatively Fax: +27 86 238 5910



Event Code: Equip1018

REGISTRATION FORM

8 - 11 September 2015, Protea Hotel Kampala, Kampala, Uganda

COMPANY DETAILS

Company Name:

Postal Address:

Postcode: Country:

Physical Address:

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Invoice for Attention Of:

Tel: Fax:

Email:

VAT Number:

MANAGER AUTHORISATION

Full Name:

Contact Tel Number:

Email:

Signature:

COURSE FEES PER DELEGATE

USD\$895.00 Per Delegate

Please note that payments is required no later than 10 days from invoice date. In the event of non-payment, Equip HR Africa reserves the right to cancel the booking and the full amount under disagreement will be due and payable.

BANKING DETAILS

Bank: **First National Bank Centurion (FNB)**
Account Name: **Equip HR Africa (PTY) LTD**
Account Number: **62431460055**
Code: **261 550**
Swift Code: **FIRNZAJJXXX**

Bank: **Bidvest Bank Ltd**
Account Name: **Equip HR Africa (PTY) LTD**
Account Number: **2000193002816**
Branch Code: **462 005**
Swift Code: **BIDBZAJJXXX**

CONFIRMATION DETAILS

Upon reception of your booking, we will e-mail each registered person our delegate confirmation pack. this pack will include venue information with a map and specific event details. if you have not received confirmation within one week of booking, kindly contact us on **+27 12 644 1005** for assistance. Delegate fees include all workshop materials, lunch and refreshments for each day. Please note that hotel accommodation and travel are not included in the price. We can offer travel and hotel booking assistance if required. Please feel free to contact us, we will gladly assist you.

CANCELLATION & TRANSFER POLICY

Delegates unable to attend the event may send a substitute delegate in their place. Please send written details of substitution. Written cancellations must be received more than 10 working days prior to the date of the event and will be liable for 50% of the event fee. Failure to cancel, or cancellations received 10 working days or less prior to the event date, will result in liability for full event fee. Equip HR Africa reserves the right to alter the program and speaker details.

GROUP DISCOUNTS

2 Delegates @5% discount
3 Delegates @10% discount
5+ Delegates @15% discount

DELEGATE REGISTRATION

Delegate 1:

Full Name:

Designation:

Contact Tel Number:

Email:

Delegate 2:

Full Name:

Designation:

Contact Tel Number:

Email:

Delegate 3:

Full Name:

Designation:

Contact Tel Number:

Email:

Delegate 4:

Full Name:

Designation:

Contact Tel Number:

Email:

Delegate 5:

Full Name:

Designation:

Contact Tel Number:

Email:

Delegate 6:

Full Name:

Designation:

Contact Tel Number:

Email:

Your Account Executive: Justice Dzaida

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