



Team Leaders' Course

Training Workshop

4 - 7 September 2012

Brentwood Hotel
16 Kemp Street, Kilbirnie, Wellington

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INTRODUCTION

The programme for the Team Leaders' Course has been developed to reflect SOLGM's focus on leadership development. Participants will have the opportunity to work on their own team challenges throughout the course. Teams will work closely together, allowing key skills of team building, understanding diversity, leadership and win/win negotiation to be applied practically

THE OBJECTIVES OF THIS COURSE

- Attendees will develop and practice effective leadership skills
- Attendees will learn how to develop and maintain positive working relationships through clear communication
- Attendees will build confidence through participating in personal development exercises.

WHO SHOULD ATTEND THIS COURSE?

This course is intended for all those who are beginning, or are involved in, supervisory / team leadership roles.

You can expect to develop:

- Positive, assertive communication skills
- Strategies for increasing your influence during times of change
- Enhanced leadership skills
- Strategies for building, leading and motivating teams

LIMITED NUMBERS

Attendance on this Course is limited to 48 Delegates

Register early

Don't miss out on this great opportunity. It only happens once a year!

COMMENTS FROM PREVIOUS ATTENDEES

100% of the evaluation forms from the 2011 course rated the week as 'Excellent' (61%) or 'Very Good' (39%).

Here are a few comments from the 2011 evaluation forms:

- Excellent course for so many reasons. Anyone who gets the opportunity to go on this course should grab it with both hands!
- The learning I'm taking away from this will impact my life both professionally & personally - Thank you to the facilitators & SOLGM
- I really enjoyed this course. I think it has been an impact on me both personally & on a work level. I will recommend other work mates to come on this. THANK YOU
- I wish I had done this course five years ago. It has educated, challenged and given me a clearer view on how to tackle challenges in and outside of work
- Excellent course - I feel inspired!! thank you!
- awesome & some great tools for me to work on
- fantastic experience
- An excellent course with screeds of useful information & tools for both personal & professional life
- You gave your all! thank you. I feel fearless - that was mine and my manager's goal. Can I have asked for a better outcome?
- The course structure & presentation techniques are very well thought out. The inclusive, well organised & 'non threatening' approach is very productive. The activities really make this course. Certainly will be recommending this course to others

COURSE PROGRAMME

Tuesday 4 September 2012

8.00 - 8.30	REGISTRATION
8.30 - 9.15	<p>Setting the Scene</p> <p>Claire Wynn, Brandheart</p> <p>This first session sets the scene for the whole programme. It provides an overview of the workshops, provides opportunities to get to know your fellow attendees in a fun, relaxed way and is the time when development goals for the week are set.</p>
9.15 - 12.45	<p>Building Your Team's Agility to Deliver: Part 1 – Diagnostic Tools</p> <p>Claire Wynn, Brandheart</p> <p>Now more than ever a team leader in local government needs to act as a facilitator and enabler of staff, inspiring them to creatively solve problems, overcome obstacles and take personal responsibility in even the most challenging operating environment. The <i>Building Your Team's Agility to Deliver</i> workshop will be delivered over two parts.</p> <p>During Part One you will learn how to apply a range of diagnostic tools to obtain a snapshot of the strengths and challenges within your team to identify strategies for enhancing team performance. In this insightful session you will assess the current effectiveness of your relationships with your staff and discover ways to continue to build your leadership strength through positive, robust and effective relationships with your staff.</p>
12.45 - 1.45	LUNCH
1.45 - 5.15	<p>Building Your Team's Agility to Deliver: Part 2 – Conversations for Result</p> <p>Claire Wynn, Brandheart</p> <p>Part two of the <i>Building Your Team's Agility to Deliver</i> workshop focuses on the hands-on techniques, skills and frameworks for conducting transformational performance conversations with your team members. In this interactive and practical session you will practise a range of simple but highly effective conversational techniques to build and sustain a high level of commitment and to ensure individual and team performance is sustained well into the future.</p>
5.15 - 6.00	Delegates' free time
6.00 - 7.00	DINNER
7.00 - 8.30	<p>Personal Style at Work</p> <p>Claire Wynn, Brandheart</p> <p>Our everyday behaviours are influenced by many different factors, including our own personal style. Understanding more about how we communicate, think and interact with others will help us to capitalise on our own unique gifts. In teams, it can mean a better understanding of each other, more harmonious working conditions and ultimately better business results. In this interactive workshop we will explore the four behavioural elements of the TetraMap®.</p>

Wednesday 5 September 2012

9.00 - 12.30	<p>Building Effective Teams</p> <p>Claire Wynn, Brandheart</p> <p>Teamwork is an essential ingredient in organisations today. This workshop focuses on techniques which help teams to become self managing while working to individual strengths. Learn techniques for encouraging participation, empowering team members and celebrating success.</p>
12.30 - 1.30	LUNCH

5 September continued:

1.30 - 5.00	<p>Conscious Leadership Challenge</p> <p>What does it mean to be fully conscious in your daily practices as a leader? How can you avoid being 'triggered' into unhelpful patterned behaviour and remain effective in even the most challenging situations. During this workshop you will build your self-awareness and emotional intelligence by consciously observing and managing your own behaviours as you participate in a large group problem solving activity. This is an opportunity to put into action the communication and leadership tools and techniques which have been addressed during the programme so far to get the best outcome from the activity. Be prepared to leave this workshop with an increased level of self-awareness and effectiveness as a leader!</p>
5.00 - 6.00	Delegates free time
6.00 - 7.00	DINNER
7.00 - 8.30	<p>Team Dynamics in Action</p> <p>Claire Wynn & Ken Mitchell, Brandheart</p> <p>What role do you take in a team? While taking another look at team effectiveness this workshop will give you an enjoyable and creative challenge to tackle in teams. Participants will learn more about how they function as team members and as team leaders.</p>

Thursday 6 September 2012

9.00 - 12.30	<p>In the Mirror - Reflecting your Leadership Potential</p> <p>Yoshimi and Jon Brett, TetraMap International</p> <ul style="list-style-type: none"> • What's really significant to your success? • Communication tools to better engage, guide and follow-through • Leadership lessons from Nature
12.30 - 1.30	LUNCH
1.30 - 5.00	<p>In the Mirror - Reflections: Good to Great!</p> <p>Yoshimi and Jon Brett, TetraMap International</p> <ul style="list-style-type: none"> • Working inter-dependently to create synergy • Breaking through fears to become who you want to be • Riding the waves of change
5.00	The Course finishes for the day at 5.00 pm, leaving you free for the rest of the evening to catch up with friends, relax or discover the huge selection of bars and restaurants available to you in Wellington.

Friday 7 September 2012

9.00 - 1.00	<p>In the Mirror</p> <p>Responsibilities and Choices</p> <p>Yoshimi and Jon Brett, TetraMap International</p> <ul style="list-style-type: none"> • Personal Mission, Vision and Values - Staying on path toward your vision. • Revisiting the mirror and seeing reflections of new learning and development. • Celebrating what's right with you and the world and choosing where to from here.
1.00	Course Closes

PRESENTER'S PROFILES

COURSE PRESENTERS

Yoshimi & Jon Brett

TetraMap International



Yoshimi Brett

20 years ago, Yoshimi began her career in corporate training based on teaching (US, Australia & Japan) followed by over 15 years holding leadership positions in health, recreation and the environment.

During the last 16 years, Yoshimi has focused on facilitating individuals, teams and organisations to work inter-dependantly and sustainably. TetraMap, the Brett's model of behaviour and creative thinking sets the context for their work.

Jon Brett

What do video production, writing software manuals, teaching English as a second language and designing activities for corporate training have in common? They are about adapting the context for communication, so that the message is received more effectively. Jon creates powerful learning environments where both the context and content are sensitively learner focused (rather than teacher or subject focused). He has a BSc (Auckland) in Biochemistry and Cell Biology and a Secondary Teachers Training College Diploma (Christchurch) majoring in Inter-Disciplinary Studies. Since 1985 he has been a Technical Writer, producing user manuals for computer systems and corporate training.

Yoshimi and Jon now travel the globe sharing their model to support clients to create better, more positive work and life outcomes.

Claire Wynn

Brandheart



Claire is the owner and Director of Brandheart Ltd, which has been in operation since 1998.

With twenty years of experience as a facilitator, Claire has a particular passion and expertise in working with staff and managers in organisations to assist them in developing the self-awareness, emotional intelligence and interpersonal skills to be effective in managing internal and external stakeholder relationships and to be effective and productive members and leaders of their organisations.

Claire has extensive experience in working with a variety of central and local government authorities throughout New Zealand and has been retained as a trainer by the SOLGM Opus Business School for many years with our leadership courses and other programmes.

THIS COURSE IS BROUGHT TO YOU BY:



The SOLGM Opus Business School is sponsored by Opus International Consultants, leaders in asset related consultancy services, with offices throughout New Zealand and Australia, the UK and Canada.

HOW TO REGISTER FOR THIS EVENT

Note: When registering for any event the person logged in and registering MUST be the person attending the SOLGM Event.

If you are a SOLGM Member – if you are a member, you will already have login credentials for our system. Please contact us if you have not validated your account or need your password.

As a SOLGM member you are entitled to discounted registration fees for SOLGM Events. You need to be logged in as yourself to obtain these discounts.

1. Go to www.solgm.org.nz
2. Login under the "User Login" area on the front page, it is on the right hand side of the page (once logged in it will say Welcome "your name")
3. On the left hand side is the "Upcoming Events" box, click on the desired event or "View All Events" to see events not displayed in this box
4. Click on the event you wish to attend, this will take you to your desired event page
5. Click on the "Registration" tab and follow the instructions to complete your registration. *Please be sure to check your Job Title is accurate and answer all questions, these are mandatory fields.*

If you are not a SOLGM Member or have not signed in to the SOLGM website as a User before -

1. Go to www.solgm.org.nz
2. On the left hand side is the "Upcoming Events" box, click on the desired event or click "View All Events" to see the ones not shown in this box.
3. Click on the "Registration" tab to register for this event.
4. You will now be taken to a "Please Login" page. You then need to click on "New User" button to create a new user.
5. Complete the information needed in the New User sign up, all RED fields are mandatory. Click on the "next" button.
6. You will be taken back to the selected Events Page, you can then click on the "Registration" tab again. Follow the instructions and complete your registration. *Please be sure to check your Job Title is accurate and answer all questions, these are mandatory fields.*

If you have any issues or need further assistance, please Kate Sewell at ksewell@solgm.org.nz or call 04 978 1281.



Brentwood
HOTEL

**SOLGM – TEAM LEADERS COURSE
ACCOMMODATION REQUEST**
GROUP REF: 73180 CONFERENCE DATES 4, 5, 6 & 7 SEPTEMBER, 2012
(Accommodation held 4, 5 & 6 September 2012)
TARIFF PER ROOM PER NIGHT
\$149.50 (incl GST)

PLEASE FAX TO: Reservations
(04) 9200 401
OR EMAIL TO: reservations@brentwoodhotel.co.nz
OR MAIL TO: Reservations
Brentwood Hotel
PO Box 14 045
Kilbirnie
WELLINGTON

NAME/S _____

REQUEST Double/Single (1x queen bed) * on availability
 Twin (1x queen, 1x single bed) * on availability

ARRIVAL DATE _____ **DEPARTURE DATE** _____

ETA _____ **ETD** _____

We have a complimentary shuttle service which operates 24 hours on demand. For a pick-up, guest can call us on free phone 0508 273 689 and we will pick up outside the 'Arrivals Terminal' (downstairs). For a drop off, guest can arrange this with Reception.

COMPANY (if applicable) _____

ADDRESS _____

PHONE _____ **FAX** _____

CHARGEBACK TO: **COMPANY** / **PAY OWN ACCOUNT** (please circle)
FULL / **ROOM & MEALS** / **ROOM & BREAKFAST** / **ROOM** / **OTHER**
(Please indicate items to be charged + purchase/order number form to be attached)

ALL RESERVATIONS MUST BE RECEIVED BY 21 August 2012
Cancellations must be made to the hotel directly prior to day of arrival to ensure cancellation or 'no show' fee (equivalent to one night's accommodation)

THIS SHEET WILL BE RETURNED TO YOU WITH YOUR CONFIRMATION NUMBER

CONFIRMATION NUMBER: _____



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