

Programme continues...

11.20 – 13.00	Practical activities using what has been learnt thus far to action plan for future management
13.00 – 14.00	Lunch
14.00– 15.00	Practical activities using what has been learnt thus far to action plan for future management
15.00 – 15.20	Tea Break
15.20- 17.00	Reflection exercise with synergy into own field of practice
Day 3	
09.00 -11.00	Re-cap on Day 2 outcomes Communication styles <ul style="list-style-type: none"> • Active listening
11.00 – 11.20	Tea Break
11.20 – 13.00	Sense of meaning and purpose
13.00 – 14.00	Lunch
14.00 – 15.00	Manage individual and team Performance Managing difficult discussions
15.00 – 15.20	Tea Break
15.20 – 16.30	Reflection exercise to cement new Knowledge and understanding and create an action plan
Closing	



The SADC DFRC is accredited by the Botswana Qualification Authority as a training provider



The SADC-DFRC is a Subsidiary institution of SADC

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LEADERSHIP AND MANAGEMENT DEVELOPMENT PROGRAMME



13th – 15th July 2015

HOTEL SAFARI

Windhoek, **NAMIBIA**

Objective

This programme aims at upgrading and refreshing the leadership and management skills of senior and middle management staff in development finance institutions and similar institutions to be more effective in achieving results with their teams.

This workshop has the necessary outcomes to ensure understanding elements of a Leadership Culture and critical point of reference in aligning and achieving an organizational purpose and equip the identified target with the skills needed to interface between their teams and the senior managers and increase productivity, completely managing their teams, themselves and resources properly.

This will lead to the following broad skills outcomes:

- Lead a Team
- Planning and Goal Setting
- Organise Resources
- Monitor Performance

Learning Outcomes

By the end of the training, participants of the training are expected to be more effective in:

- Conflict management styles
- Personality style as a manager
- Sense of meaning and purpose
- Ability to delegate
- Communication styles
- Manage individual and team performance

Methodology

The methodology will be highly participatory combining an action-reflection methodology with group discussions and practical case studies, which will be used to evaluate key issues arising from the classroom interaction.

Facilitator

Ms. Gizelle Mc Intyre is a Learning and development specialist with 17 years of people management experience. She worked on programmes which covered a whole spectrum including; choosing a career, finding a job, work ethics, coping with retirement or retrenchment. She even develops programmes of her own in order to cover a gap in the school and work environment.

Programme

Day 1	
09.00 – 10.00	Inaugural Session <ul style="list-style-type: none"> • Welcome Remarks • Programme Overview • Opening Remarks • Introductions of Participants • Photo session - Group picture
11.00 – 11.20	Tea Break
12.00 – 13.00	Conflict management style <ul style="list-style-type: none"> • Dealing with conflict • Dealing with problems • Dealing with difficult employees • Conflict resolution activity
13.00 – 14.00	Lunch
14.00 – 15.00	Personality style as a manager Harnessing diversity for productivity <ul style="list-style-type: none"> • How to be a great manager through leadership • Meeting goals
15.00 – 15.20	Tea Break
15.20 - 17.00	Fostering and sustaining growth in your teams <ul style="list-style-type: none"> • Managing your employees
Day 2	
09.00 – 11.00	Re-cap on Day 1 outcomes Ability to delegate <ul style="list-style-type: none"> • Managing your time • Problem solving • Making right decisions
11.00 – 11.20	Tea Break