

Activate!

Comprehensive Leadership Skills Training for new and emerging leaders

Kwela is pleased to bring you **Activate!** - our leadership skills toolbox that will help new leaders to quickly develop the essential skill set that will help them succeed in their new roles.

How many new managers are simply 'given the keys', and sent on their way without having the role fully explained in terms of what is expected of them as a leader? Unsure of what to do, the new manager may simply do what is familiar and comes naturally, with varying results. Furthermore, behaviours practiced in the early stages of a manager's career can become more ingrained over time, and any associated bad habits can become harder to kick.

Activate! is designed to start new managers off on the right foot. Comprised of two workshops delivered over a 4 week period, **Activate!** covers all the areas new leaders typically need to focus on and is packed with real-world examples and tools that participants practice extensively in the classroom.

Learning Strategies

Activate! incorporates the following core focus areas:

- The role of the leader.
- Employee motivation.
- Delegation – what to delegate & how to do it.
- Setting expectations.
- Communicating with employees.
- Employee coaching skills.
- Working strategically.
- Influencing up and sideways.
- Hiring the right people.

Outcomes You Can Expect

By participating in **Activate!** you will achieve:

- More rapid transitions from employee to manager.
- Improved morale on the team.
- Improved ability to hold critical conversations.
- Improved relationships with other teams.
- Enhanced ability to develop the skills and performance of the team.
- Stronger selection skills that will help avoid the classic pitfalls in hiring people.

Intended Audience

Activate! is ideal for new managers, and for longer-term managers who have not had formal management training, or who would simply like to refresh their skills.

Activate! Timeline

Activate! is offered in two 1-day workshops:

**Day 1 Leadership Skills Workshop 1:
Management Basics**

This session covers essential management skills including motivating others, performance management and being organized.

**Day 2 Leadership Skills Workshop 2
Advanced Management Skills**

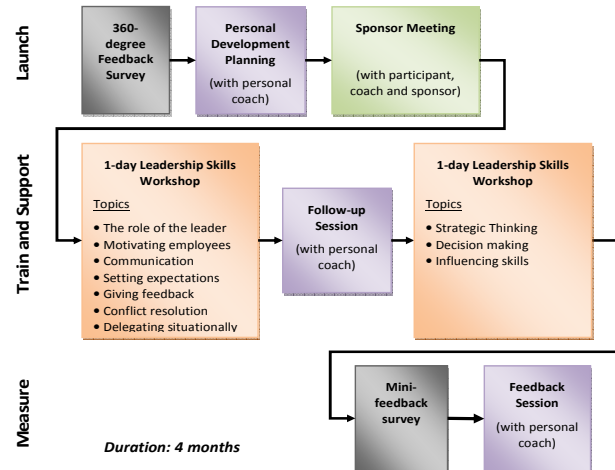
This session covers advanced topics relating to strategy, driving change, and negotiating with peers.

Other Kwela Programs

Activate! is offered as a quick access program for those who need to fine tune their leadership skills. For individuals looking for a more comprehensive leadership development program, Kwela also offers **Momentum**—a 4-month program based on our tried and tested approach to leadership development.

Momentum is delivered in 3 phases and includes the following elements:

- 360-Degree Feedback Assessment
- Personal Development Planning
- Personal Coaching
- Sponsor Meeting
- Leadership Skills Workshops
- Feedback Survey and Follow-up Session



Momentum will help you to improve your perceived effectiveness as a strong leader. It will also teach you how to make your work more satisfying, and how to keep it that way. In turn, your team will show corresponding improvements in engagement, and will be more likely to succeed as a result.

Momentum emphasizes a high proportion of personalized learning and is suited to multiple levels of experience, including team lead, manager and director levels. It is also suited to people in matrix management roles with no formal direct reports, such as Project Managers.

About The Facilitators

Kwela is a consulting company dedicated to helping organizations develop the leaders and systems that will achieve their strategic goals. With over 15 years experience in leadership development, talent management and training, Kwela's consultants have helped clients develop leadership excellence in a variety of industries including government, finance, engineering, construction, hi-tech, professional services, utilities, pharmaceutical, textile and social services.

Russel Horwitz, Principal: Russel's expertise includes leadership development, communication, conflict resolution, personal coaching, and talent management plus over 14 years in management roles in the high technology/engineering. He holds a coaching certification from the International Coaching Federation (ICF), and a Masters degree in Engineering from the University of Cape Town, South Africa.

Nic Tsangarakis, Principal: Nic's human resources expertise includes strategic planning, design/delivery of leadership and management development programs, design/ implementation of performance management systems, and team building facilitation. Nic has an honours degree in Industrial Psychology, and a Masters degree in Operations Management from the University of Cape Town, South Africa.

Fees & Registration

Fees: **Activate!** Leadership Skills Toolbox - \$1,250 (plus GST)

To register: please contact Kwela Administration at admin@kwelaleadership.com or call (604) 417-7188. Payment can be prepaid by cheque or VISA, or paid upon receipt of invoice with the provision of a company purchase order.

Cancellation policy: A full refund will be issued when a minimum of 30 days written cancellation notice is received prior to the first workshop; a 50% refund will be issued if 16-29 days cancellation notice is received. There is no refund for cancellations made 1-15 days before the start of the first workshop, since we are less likely to fill spots at the last minute, however, an alternate participant from the same organization may be substituted, provided this occurs before the first workshop.