

PEGANIX



## **Leadership and Management**

**Essential Approaches & Contributions to Organizational Success**

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**15, 16 & 17 January 2020**

**Park Inn, Sandton | Johannesburg, South Africa**



## Introduction

This 3-day Peganix training seminar is a comprehensive development training course that addresses the key skills, qualities and attributes of both Leadership and Management. This Peganix Leadership and Management training seminar will cover all aspects of leadership and management with the main emphasis being on the human side of leading and managing people.

### Highlights include:

- Understanding the skills required for contemporary Management and how to apply them
- Understanding the role of the modern Leader in its many forms
- Discovering & practicing different styles Leadership such as Coaching
- Gaining and using workplace skills for Managing people more effectively
- Understanding the need for motivation and how to apply it to self, individuals and teams
- Developing enduring human relationships to benefit business performance

## Objectives

By the end of this Peganix training course, delegates will:

- Be aware of the differences between management and leadership skills
- Be more confident and skilled in the demands required of their role
- Be aware of how to motivate, influence and communicate with varied individuals and teams
- Be skilled in key elements of authentic Leadership such as trust, vision, respect and interpersonal communication
- Have the skills to organise, motivate and galvanise work teams to operate more effectively

## Training Methodology

Lectures and discussions are either preceded or followed by powerful individual or group exercises. These exercises provide opportunities for personal participation in real situations. During these exercises you discover that you can do what you are learning. This process makes the training fun filled, fast-paced, challenging and empowering.

## Organisational Impact

The organisation can expect the delegate to:

- Bring improved knowledge, skills and attitude back to the workplace
- Be adept at all aspects of Management and Leadership be able to apply these in the role immediately
- Understand the benefit and process of personal interaction and be able to use these new skills
- Have improved motivation, clarity and focus
- Be more confident when interacting with Senior Managers, peer groups and direct reports

The seminar is split into two modules:

**MODULE I - Leadership**

**MODULE II - Management**

## Personal Impact

The delegate can expect to gain:

- Varied Management and Leadership skills applicable within and outside the Organisation
- The confidence and expertise to interact with individuals and teams to create increased performance
- More time and space to devote to planning, effectiveness and efficiencies as a direct result of applying the management skills
- An action plan for how and when to apply new interactive skills and knowledge for the benefit of self, work teams and the Organisation
- Knowledge of where future personal development may be advantageous to their current role and aspirations

## Who Should Attend?

This Peganix training seminar is suitable for:

- Senior Leaders
- Aspiring Leaders
- Senior Manager
- Middle Managers looking to increase their skill-set
- Team Leaders and Workplace Leaders
- HR Professionals and Senior Technical Heads
- Project Managers



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## DAY 1

### Managing Myself as a Leader

- Importance of Perception
- Intrapersonal & Interpersonal Skills For The Leader
- Your preferred Behavioral Style
- Understanding The Model For Leadership
- Removing Emotional Blind-Spots

### Leading a Team

- Dealing with others
- Understanding The Stages of Human Development
- Optimizing The Leader's Natural Strengths
- Understanding Team Processes
- Building Effective Teams

### Innovative Leadership

- Openness to Innovative Ideas
- Divergent Thinking Skills
- Removing Blocks to Creativity
- Understanding The Creative Process
- Metaphors and Analogies For Innovative Thinking

## DAY 2

### Communication For Leaders

- The Positive Influence of Listening
- Sharpening Your Listening Skills
- Body Language
- Inspiring and Guiding Others
- Handling Stress Appropriately

### Imparting Leadership Values

- Leading by Example
- Resilience For Sacrificial Leadership
- Intentionality For Self-Motivation
- Interpersonal Connections For Persuasive Leadership
- Integrity For Accountable Leadership

### The Manager as a Strategist

- The Changing Reality of Organizational Life
- New Challenges and Roles of the Surviving Manager
- Stakeholder Analysis

- The Challenges of Motivating Employees
- Strategic Performance Drivers of an Effective Organization
- The Difference between Leading and Managing
- Creating a Compelling Strategic Vision
- The Power of Living the Values

### The Manager as a Coach

- Personal Leadership Styles
- Creating a Personal Legacy
- Case Study - Leadership: *The Art of Possibilities*
- The Value of Good Relationships
- The Impact of Expectations on Performance
- Engaging Employees on Setting Stretch Goals
- Effective Coaching Meetings
- Creating Individualized Learning Plans

### The Manager as the Project Team Facilitator

- Meetings: The #1 Time Waster
- Reducing Meeting Times by 50% and more
- The Role of the Facilitator
- The 5 Types of Meetings
- Creating an Agenda that Focuses Process and Content
- Dealing with Dysfunctional Meeting Behaviours
- Encouraging Creativity and Innovation
- Ensuring that Accountability is Clear and Actions are Followed-Up

## DAY 3

### The Manager as Team Leader

- Teamwork Best Practices
- Creating a High-Performance Team
- Empowerment and its Link to Performance
- Team Decision Making: *When and How to Achieve a Consensus*
- Performance Measurement
- The 4 Stages of Team Development
- Team-Building Techniques
- Conflict Resolution
- Recognition and Reward

### The Manager as Change Agent

- The Challenge of Personal Change
- Six Typical Reaction to Change
- The Top Attributes of Change Agents
- Influencing Upward
- Six Sources of Power
- The Importance of Humility
- The Secrets of Assertiveness
- When to seek help

## Registration Form:

## Register or Enquire

Contact Sean via:

- 1 Tel : (+27) 11 041 0181
- 2 Fax : (+27) 86 407 8243
- 3 Email : registration@peganix.com
- 4 Web : www.peganix.com / khalidbichou.africaasiaworld.com
- 5 Post : PO Box 1042, Ferndale 2160. Johannesburg, South Africa



**Please register the following delegate(s) for the event**

I would like to claim my group discount

I would like to use my credit.

We would like this as an In-House - Dates: \_\_\_\_\_

**Number of staff your company/organisation is delegating to the event?**

Approving Manager	First Name :	Surname :	
Job Title & Department :	Email :	Direct Tel :	
Fax :	Country:	Postal Address:	
Billing Information / Account Manager	First Name :	Surname :	
Full Company Name :		Nature of Business :	
Address :			
Signature:			Date:

## Delegate Attendance information:

**Note:** Please provide information as you wish it to appear on your name badge and on the official participant database.

Title	Delegate Name & Surname	Position	Email

### Important Notes

- Only corporate registrations will be accepted.
- Fees – Each fee is inclusive of course manual/documentation, morning tea/coffee & snacks, Lunch and refreshments served during the entire event.
- Group Discount:** Groups of 5 or more from the same company (booking at the same time and of the same billing source) can enjoy a **10% off the total delegate fees** or have the **6th delegate come for free**.
- Super Early Bird & Early Bird Promotion:** Early Bird Fees will only be valid if payment is received by stipulated date, after which Regular Fee will apply.
- Full payment is mandatory upon registration for admission to the event.**
- The organiser reserves the right to make any amendments that it deems to be in the interests of the event without any notice.

### Cancellations & Replacements

A replacement is welcome if you are unable to attend. A full refund less 10% administrative charge will be made for cancellation received in writing 2 weeks before the event. Regrettably, no refund can be made for cancellation received after 2 weeks before or for "no show" participant. You will however be credited to a future Peganix event. This credit will be available for up to one year from the date of issuance. In the event that Peganix postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a credit voucher representing payments made towards a future Peganix event. No refunds will be available for cancellations or postponements. Peganix is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. Peganix shall assume no liability whatsoever in the event this training is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this event impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency. Please note that speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, Peganix reserves the right to alter the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible or via email.

### Workshop Venue & Hotel Reservation

Hotel room reservation and hotel billing are to be made by delegates directly with the Hotel. Hotel reservation and travel arrangements are the responsibility of the registrant.

### TERMS & CONDITIONS

By signing and returning the registration form, the authorising signatory on behalf of the stated company is subject to the following Terms & Conditions:

- Delegate Substitutions** – Delegate substitutions are welcome at any time and do not incur any additional charges. Please notify Peganix in writing of any changes.
- Delegate Cancellations** – All delegate cancellations must be received in writing and are subject to the following conditions:
- for any cancellations received 2 weeks before the start of a training course, will issue a credit voucher for the value paid to be used for up to one year for current events from the date of issue or any future training.
  - for any cancellations received less than 2 weeks before the date of the training course, the full fee will be payable and no refunds or credit vouchers will be given
  - If a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or voucher will be issued

**Transfers:** Transfer requests must be made in writing 7 days before the start of the event

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- As such, Peganix. Reserves the right to alter the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web site as soon as possible

**Course Fees in Rands**

## ZAR7, 999.00\*

Exclusive Vat | Per Delegate

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**3 Days**

### Payment Policy

**Payment** - In order to secure your registration, payment is due in full upon receipt of invoice.

**Confirmation** - Your registration will not be confirmed until such time as payment is received and may be subject to cancellation.

**Right of Admission** - Peganix reserves the right to refuse admission to the training course where evidence of full payment cannot be shown.

**In-House** - 50% or full payment is to be made to Peganix before running an In-house Training

### Payment Methods

Electronic Transfer  Direct Deposit  Cash

### Banking Details

#### South Africa

Bank:	First National Bank
Account name:	<b>Peganix (Pty) Ltd</b>
Account no.:	62453975701
Branch code:	250 655
Swift code:	FIRNZAJJ
Reference:	Insert your ref number on the deposit slip please

**The confirmation of a course and venue depends on early registration; Register early to avoid the postponement or cancellation of a course.**

## CERTIFICATION

**Successful participants will receive Peganix' Certificate of Completion**