

# Development West Coast in Partnership with NZIML Leadership Programme 2019 Programme Outline



Host/Venue	Session	Date & Time	Format	Topic	Content Developer	Notes	Content outline/key outcomes
<b>Greymouth</b>  St John Training Rooms – 112 Water Walk Road, Greymouth	1	<b>Thursday</b> 6 June 2019  Timing 10am-3.30pm To allow time for travel	Workshop	People Essentials in Leadership	NZIML	Therese La Porte (NZIM L&D manager)	<b>Session 1:</b> <ol style="list-style-type: none"> <li>1. Distinguish between leadership and management</li> <li>2. Understand the principles of employee engagement to extend your influence at work</li> <li>3. Align work tasks to organisational goals and monitor for effective outcomes</li> <li>4. Manage productive meetings</li> <li>5. Explore your own approach to task and people</li> <li>6. Understand how to model positive and constructive behaviours</li> </ol>
<b>Westport</b>  Westport Bridge Club – 12A Lyndhurst Street, Westport	2	<b>Thursday</b> 4 July 2019  Timing 10am-3.30pm	Workshop	Building Effective Teams	NZIML	Therese La Porte (NZIM L&D Manager)	<b>Session 2:</b> <ol style="list-style-type: none"> <li>1. Explore the differences between a collection of individuals, a workgroup and an effective team</li> <li>2. Identify key features in the development of a cohesive team</li> <li>3. Understand what people need to feel effective in their everyday work</li> <li>4. Increase awareness in the role of the team leader to ensure a well-functioning team</li> <li>5. Adapt your leadership behaviours to respond to and lead teams effectively</li> <li>6. Unlock problems that hold your team back from optimal performance</li> <li>7. Focus on the behaviours to create and support an agile and flexible team</li> </ol>
<b>Hokitika</b>  St John Hall – 134 Stafford Street, Hokitika	3	<b>Thursday</b> 1 August 2019  Timing 10am-3.30pm	Workshop	Leading Lean	NZIML	Therese La Porte (NZIM L&D Manager) Facilitator tbc	<b>Session 3:</b> <ol style="list-style-type: none"> <li>1. Explore Lean philosophy and core principles</li> <li>2. Understanding the 5S approach</li> <li>3. Tools and techniques for continuous improvement</li> <li>4. Empowering staff and teams to apply these tools</li> <li>5. Pitfalls and problems when implementing these ideas and how to avoid them</li> <li>6. Explore progressive levels of implementing continuous improvement for individuals, teams and organisational processes</li> </ol>

<b>Greymouth</b> St John Training Rooms – 112 Water Walk Road, Greymouth	4	<b>Thursday</b> 5 September 2019  Timing 10am-3.30pm	Workshop	Courageous Conversations	NZIML	Therese La Porte (NZIM L&D Manager) Facilitator tbc	<b>Session 4:</b> 1. Distinguish between courageous conversations and other workplace performance conversations 2. Identify and assess the context for a courageous conversation 3. Develop clarity in motives and purpose for the conversation 4. Ensure a solutions focused approach to the conversation 5. Use specific communication tools and techniques to address the conversation 6. Demonstrate leadership by modelling effective conflict resolution skills 7. Create a positive and resilient work environment through effective courageous conversations
<b>Host</b>							
<b>Reefton</b> Reefton Workingmens Club – 55 Bridge Street, Reefton	5	<b>Thursday</b> 3 October 2019  Timing 10am-3.30pm	Workshop	Effective Delegation	NZIML	Therese La Porte (NZIM L&D Manager) Facilitator tbc	<b>Session 5</b> 1. Examine the difference between delegation and assigning tasks 2. Explore the reasons for not delegating and the issues that underpin avoiding delegation 3. Apply different levels of delegation through a specific delegation framework 4. Create workplace scripts and practices to support different delegation situations 5. Troubleshoot to ensure the delegation is appropriate and successful 6. Apply a delegation process to develop the talent in your team
<b>Westport</b> Westport Bridge Club – 12A Lyndhurst Street, Westport	6	<b>Thursday</b> 7 November 2019  Timing 10am-3.30pm	Workshop	Performance Management and Coaching Conversations	NZIML	Therese La Porte (NZIM L&D Manager)	<b>Session 6</b> 1. Identify the elements required to create a performance environment that supports success 2. Key components of effective performance management, including identifying behaviours, setting objectives, understanding performance planning; this may be in a formal or informal setting 3. Explore different coaching conversations, from skill based communication to open ended goal setting conversations 4. Plan effective conversations based on clear performance expectations 5. Give constructive, corrective and positive feedback that is specific and behavioural 6. Carry out effective workplace performance based conversations for talent development

<b>Greymouth</b>  St John Training Rooms – 112 Water Walk Road, Greymouth	7	<b>Thursday</b> 5 December 2019  Timing 10am- 3.30pm	Workshop	Leading change	NZIML	Therese La Porte (NZIM L&D Manager)	<b>Session 7</b> <ol style="list-style-type: none"> <li>1. Explore the nature of change in the workplace</li> <li>2. Align change with organisational priorities and work tasks</li> <li>3. Appreciate the impact of change on others and create an environment that supports this journey</li> <li>4. See change as a process and focus on the steps and stages that best communicate this process</li> <li>5. Build a team around the communication process for change</li> <li>6. Embed change and encourage growth in the work team</li> <li>7. Identify and strengthen behaviours to support a flexible and agile work team.</li> </ol>
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