

Programme Continues....

Day 2	
08.30 – 11.00	<p>Re-cap on Day 1 outcomes</p> <p>Ability to delegate</p> <ul style="list-style-type: none"> • Managing your time • Problem solving • Making right decisions
11.00 – 11.20	Refreshment and Networking Break
11.20 – 13.00	<ul style="list-style-type: none"> • Practical activities using what has been learnt thus far to action plan for future management • Practical activities using what has been learnt thus far to action plan for future management
13.00 – 14.00	Lunch
14.00 – 15.00	<ul style="list-style-type: none"> • Reflection exercise with synergy into own field of practice
15.00 – 15.20	Refreshment and Networking Break
15.20 – 17.00	<p>Communication styles</p> <ul style="list-style-type: none"> • Active listening • Sense of meaning and purpose
Day 3	
08.30 -11.00	<p>Re-cap on Day 2 outcomes</p> <ul style="list-style-type: none"> • Manage individual and team performance • Managing difficult discussions
11.00 – 11.20	Refreshment and Networking Break
11.20 – 13.00	<p>Reflection exercise to cement new knowledge and understanding and create an action plan</p> <p>Closing</p>
13.00 – 14.00	Lunch

Namibian DFI Network Members



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MANAGEMENT DEVELOPMENT PROGRAMME



13th - 15th April 2016

Safari Court Hotel
Windhoek
Namibia

Objective

This programme aims at upgrading and refreshing the leadership and management skills of supervisors, 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:

- Planning and Goal Setting;
- Organise Resources;
- Monitor Performance;
- Understand the characteristics of effective leadership in an organisation;
- Develop and lead high-functioning teams;
- Understand your role in planning initiatives;
- Identify the conditions - both individual and institutional - that increase opportunities for professional development and personal transformation.

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, of The Institute of People Development, a Learning and development specialist with 17 years of people management experience. She worked on programmes which covered the whole spectrum of the world of work. From choosing a career, finding a job, work ethics, coping with retirement or retrenchment. She developed programmes of her own in order to cover a gap in the school and work environment.

Programme

Day 1	
08.30 – 10.00	Inaugural Session <ul style="list-style-type: none"> • Welcome Remarks • Opening Remarks • Programme Overview • Introductions of Participants • Photo session - Group picture
11.00 – 11.20	Refreshment and Networking Break
12.00 – 13.00	Conflict management styles <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	Refreshment and Networking Break
15.20 - 17.00	Fostering and sustaining growth in your teams <ul style="list-style-type: none"> • Managing your employees