

Certificate in Management Development for Organizational Effectiveness Workshop: Coaching, Mentoring & Motivating (performance management)

Thursday, April 7, 2005 - 8:15 a.m. to 4:15 p.m. at MTEC Learning Centre (115-1821 Wellington Ave, Winnipeg)

Coaching, Mentoring & Motivating (performance management)

An integral component of leadership is the ability to provide effective coaching and mentoring as part of performance management. Managing performance is an ongoing process requiring communication, feedback and understanding personal motivation. During this workshop, participants will conduct personal assessments of themselves and their personal motivation. To mentor and coach others, you must understand the various personality types and motivators. This workshop will explore managing performance from 3 main concepts: coaching, mentoring and motivation.

At the end of this workshop, participants will understand:

- Personality types
- Characteristics of motivation
- Key motivating drivers for employees
- Motivating people requires flexibility
- What supervisors can do to motivate people
- Need and importance of performance management
- Steps to effective performance management
- Competency based performance
- Differences between technical and personal competencies
- Need for effective feedback
- How to provide and receive effective feedback
- Concepts of effective coaching and delegation

Instructor: Brian King, Millennium 3 Inc.

Experienced manager, organizational trainer and consultant, Brian is a recognized expert in Canada. Brian is dynamic and knowledgeable; he uses humour and real examples to challenge participants.

This workshop is eligible for credit in the:

Certificate in Management Development for Organizational Effectiveness

The Certificate program consists of 70 credit hours:

- 7 Core one day courses (49 credit hours)
- 21 Credit hours of optional courses

The 7 Core/Required Courses are:

- Introduction to Management: The Basics - Jan 27
- Personality in the Workplace - Feb 10
- Leadership and Management - Feb 24
- Vision to Action: Achieve Business Goals & Objectives - Mar 8
- Coaching, Mentoring and Motivating - Apr 7
- Principles of Human Resource Management - Apr 21
- Building a Resilient Organizational Culture - May 5

Fee Structure for Core Courses:

- Core package* of 7 courses
 - \$1,050 + gst for QNET/MFPA/MHA/MRA members
 - \$1,500 + gst for non-members
- Individual core courses:
 - \$195 + gst per course for QNET/MFPA/MHA/MRA members
 - \$240 + gst per course for non-members

*Note: A company may purchase the Core Package (to receive the discounted fee) and send different individuals to the courses.

CAM:OE—This workshop is also eligible for credit in the Certificate in Applied Management: Organizational Effectiveness (CAM:OE) in partnership with the University of Manitoba, Continuing Education.



Presented by:



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NAME _____ TITLE _____

ORGANIZATION _____ CITY _____

PH _____ FAX _____ EMAIL _____

FEES: \$195 + GST for QNET/MRA/MHA Members \$240 + GST for Non-Members

I am a member of: QNET MFPA MRA MHA

I am registering for the entire 7 Course Core Package—Certificate in Management Development.

PAYMENT METHOD: Please Invoice Cheque Enclosed VISA AMEX MasterCard

Card # _____ Expiry _____

Cardholders Name _____ Signature _____

An event confirmation will be sent one week prior to the workshop. Cancellations must be received in writing no later than Wednesday, March 30/05. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance. (G.S.T. Reg # 899755334RT)

Partners:

Manitoba Food Processors Association (MFPA) / Manitoba Hotel Association (MHA) Manitoba Restaurant Association (MRA) / Canada Manitoba Business Service Centre
Industry Training Partnerships, Manitoba Advanced Education & Training

