

Presents.....



## 2010 - Developing as A Leader Workshop Series




### What is a Leader & Managing Change

These powerful interactive workshops address one of the fundamental fabrics of leadership and management which are distinguishing the leader and managing change. It is developed around the Harvard Business Publishing Leadership Development programs of the same name.

- **What Is a Leader?** Probes deeply into what leaders do, how they spend their time, and who leaders are. This program is for anyone charged with setting the direction of—and providing the motivation for—their group or organization.
- **Managing Change** will teach your managers how to analyze the organizational dynamics of change, choose the right strategies, and lead change initiatives for bottom-line results

**The key learning objectives are:**

What Is a Leader (WAL)	Managing Change (MC)
<ol style="list-style-type: none"> <li>1. Learn the difference between management and leadership</li> <li>2. Discover techniques for coping with rapid change</li> <li>3. Find out how to tap into the collective intelligence of employees</li> <li>4. Understand the importance of balancing technical and analytical skills with an ability to work with others</li> <li>5. Practice “big picture” thinking to maintain the right perspective</li> </ol>	<ol style="list-style-type: none"> <li>1. Discover how to achieve dynamic stability in an organization by timing major change initiatives carefully</li> <li>2. Master the skills necessary to empower employees, to clarify the company’s intentions, and to articulate the role each person will play in the change effort</li> <li>3. Learn how to avoid the critical mistakes that can slow momentum and negate previous gains during any phase of the change process</li> <li>4. See how to balance change content, processes, and employees’ emotions and behaviors to maximize the likelihood that any given change initiative will succeed.</li> </ol>

Features	Program Structure, Content, Tools & Pricing	
Key Subject Matter.	Combining lectures, discussions, role play and assessments, the workshop will cover:	
	<p><b>WHAT IS A LEADER</b></p> <ol style="list-style-type: none"> <li>1. Leaders and Change Initiatives</li> <li>2. How Leaders Spend Their Time</li> <li>3. Characteristics of Leaders</li> <li>4. Interactive Case</li> </ol>	<p><b>MANAGING CHANGE</b></p> <ol style="list-style-type: none"> <li>1. Creating a Context for Change</li> <li>2. Leading Change Without Pain</li> <li>3. Blending “Hard” and “Soft” Change Strategies</li> <li>4. Interactive Case</li> </ol>
Delivery Methodology	<ul style="list-style-type: none"> <li>- 2 Interactive 3-hour workshops for each topic supported by on-line content, tools and applications. The workshops are 2-3 weeks apart.</li> <li>- Online access to all the tools, tips, articles and course content for 6 months.</li> </ul>	
Certification	A KWC & Harvard Business Publishing Certificate of completion.	
Workshop Dates	What is a Leader - March 3 & 17; Managing Change - March 4 & 18 (8:30 AM to 12:30 PM)	
Venue	The Manpower Centre, 1 Eureka Road, Kingston 5, Jamaica, WI	
Cost	US\$375/workshop (US700 for both workshops).	
Facilitator Team	 <p><b>Dawn Fuller-Philips</b></p>	 <p><b>Paul B. Bryan</b></p>
		 <p><b>Fay Pape-Sukhu</b></p>

**For More Detailed Information and Registration:**

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## REGISTRATION FORM

**Course Title:** 2010 Developing As A Leader Workshop

- Leading Teams with Emotional Intelligence and Decision Making  
 Influencing & Motivating Others and Managing Difficult Conversations  
 What is a Leader and Managing Change

**Course Venue:** The Manpower Centre, 1 Eureka Road, Kingston 5, Jamaica, WI

**Workshop Dates:**

Company:		
Address:	City:	Country:
Manager:	Tel #:	e-mail:

Kindly accept registration for the following individuals

	Participant	Email Address
1		
2		
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10.		

**Please make your draft/cheque payable to Knowledgeworks Consulting and return your completed registration form with payment to:**

**Knowledgeworks Consulting**  
84 Lady Musgrave Road, Kingston 10  
• Ph: (876) 946-1360-1  
• Fax: (876) 946-1359  
**Attention: Jenille Sukhu**

**Full payment is due seven (7) days prior to the start of each workshop.**

### CANCELLATION POLICY

Applicants will be refunded 50% of total fee paid, if their written notice of cancellation is at least 7 days prior to the date of the programme. There will be no refund for cancellation made within two (2) days of the program start date. Substitutions may be made at any time.

The programme facilitators reserve the right to cancel the programme at any time, if there is insufficient enrolment. In that event, full course fee paid will be refunded.