



**Tshwane University
of Technology**
We empower people

INVITATION TO MANAGERS & HOD's

LEADERSHIP DEVELOPMENT WORKSHOPS OCTOBER-NOVEMBER 2011

All workshops can be presented on an in-house basis for groups between 8-20 people.

Each workshop is specifically designed to give leaders practical tools that can be applied to their leadership style empowering them to lead at a new level. These one-day experiential workshops are not to be missed as part of the transformation of your department.

Open enrollment workshops are scheduled for individuals on:

- *Situational Leadership – 13 October 2011*
- *The Five Practices of Exemplary Leadership – 3 November 2011*
- *Leading with Emotional Intelligence – 10 November 2011*
- *Back to Basics: People Management – available online*

Individuals, who are interested in attending an open-enrolment workshop, please forward your name and the workshop you are interested in to Henda Britz at britzsh@tut.ac.za.

*Workshops presented by: Dr Tessie Herbst
Registered Psychologist
Directorate: Human Resource Development
Tshwane University of Technology
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Invitation

www.tut.ac.za

Workshop 1: THE FIVE PRACTICES OF EXEMPLARY LEADERSHIP

Date: **3 November 2011**
Time: **9:00 – 15:00**
Venue: **Thupellong (4-151), Pretoria**

How do you make it possible for ordinary people to accomplish the extra-ordinary? How do you get people to follow you to places they've never been before? How do you get other people to move forward on a common purpose? Thoroughly researched and documented by Kouzes & Posner, learn how to

- *Challenge The Process,*
- *Inspire A Shared Vision,*
- *Enable Others to Act,*
- *Model The Way,* and
- *Encourage The Heart.*



This **one-day workshop** applies the proven best practices of leadership to accomplish extraordinary results.

The workshop is based on the results of your confidential LPI assessment report on the Leadership Practices Inventory (LPI) - a 360-degree assessment of your leadership behaviour based on the 5 practices of effective leaders.

Before the workshop you will complete a Self assessment of your own leadership behaviour and will also nominate observers (peers, direct reports, and your manager) to complete the Observer version.

Workshop 2: SITUATIONAL LEADERSHIP

Date: **13 October 2011**
Time: **9:00 – 15:00**
Venue: **Thupellong (4-151), Pretoria**

Situational Leadership is a dynamic, engaging **workshop** that provides the fundamentals of a time – tested, behavioural model of **how to best influence the performance of people**. The Situational Leadership Model is an essential tool for people wanting to **lead in a way that yields top performance and fosters a positive work environment**. Situational Leadership helps leaders to **identify which influence behaviours to use** in which situations to achieve maximum success and effectiveness

OUTCOMES OF THIS WORKSHOP

Upon completion of this workshop, you will be able to:

- Understand why leadership is situational
- Understand the importance of flexibility, adaptability and the concept of “no best style”
- Improve communication and become a more trusted and credible leader
- Use situational leadership to achieve greater productivity by infusing energy, self-reliance and drive within your employees
- Assess and understand the need for a specific leadership style based on the individual's needs in any given situation
- Create a collaborative work environment to achieve faster sustainable results
- Increase your effectiveness in setting goals, providing clear direction, listening, observing, monitoring and giving feedback
- Retain your most talented employees by being more responsive to their development needs
- Understand how to empower people to contribute their best to your organization's success
- Apply your new awareness and situational leadership skills into your work relationships and leadership responsibilities



Workshop 3:
**LEADING WITH
EMOTIONAL
INTELLIGENCE –
IMPROVING YOUR
INTERPERSONAL EFFECTIVENESS**

Date: **10 November 2011**

Time: **9:00 – 15:30**

Venue: **Thupellong (4-151), Pretoria**



OUTCOMES OF THIS WORKSHOP

Upon completion of this workshop, you will be able to:

- ❑ Explain the role of emotions in leadership
- ❑ Describe what is meant by the term “emotional intelligence”
- ❑ Describe the relationship between emotional intelligence and leadership
- ❑ Understand the term “emotional high jacking” and the role it plays in your ability to lead in an emotionally intelligent way
- ❑ Understand the structure and function of the brain regarding emotional processing and behaviours
- ❑ Understand the emotional intelligence abilities and how it related to leadership
- ❑ Apply the emotional blueprint to improve your ability to lead with emotional intelligence
- ❑ Apply the emotional intelligence skills to build trusting relationships with your team members
- ❑ Apply the emotional intelligence skills to influence your team members towards achieving your department’s vision
- ❑ Apply the emotional intelligence skills to promote change within your department

On-line programme:
Back to Basics: People Management

The on-line **Back to Basics: People Management Programme** developed by Commissioner Abel Venter consists of the following two parts:

Part One: Theoretical component is now available on-line on <http://mytutor9.tut.ac.za>. Interested candidates need to be loaded onto the mytutor9 system – e-mail your staff number & name to Rezel - jansevanrensburgR@tut.ac.za.

Each of the seven modules has a revision test which needs to be completed after each module, and a pass rate of at least 80% obtained in order to proceed to the next module. The successful completion of all seven modules with their revision tests is a prerequisite for Part Two.

Part Two: Practical component consists of a **one day class room workshop** where candidates will be provided with the opportunity to apply the theory obtained in part one by means of simulations and interactive exercises. During this workshop they will also obtain feedback on their effectiveness in applying their knowledge in People Management. As soon as candidates have completed part one on-line, they can book themselves on any one of the workshop dates that will also be posted on mytutor9. Dates will be in the last semester and will be announced soon.

- If you experience any **technical difficulties** accessing the mytutor9 system at <http://mytutor9.tut.ac.za> please contact Rezel Janse van Rensburg at the department of TLT on 012-382 4427 or jansevanrensburgR@tut.ac.za

For any other enquiries please contact the **Project Manager, Dr Tessie Herbst** at HRD on 012-382 5901 or herbstt@tut.ac.za.