

## Foundation Leadership Programme

### Open Programmes for 2024

Suzanne Wilson - Facilitator

#### Open Programme 1:

**Day 1** - 8 February  
**Day 2** - 29 February  
**Day 3** - 27 March  
**Graduation** - 11 April

#### Open Programme 2:

**Day 1** - 15 May  
**Day 2** - 5 June  
**Day 3** - 26 June  
**Graduation** - 17 July

#### Open Programme 3:

**Day 1** - 22 August  
**Day 2** - 12 September  
**Day 3** - 3 October  
**Graduation** - 31 October

#### Open Programme 4:

**Day 1** - 10 October  
**Day 2** - 7 November  
**Day 3** - 28 November  
**Graduation** - 12 December

**VENUE:** Stardome Observatory, One Tree Hill Domain, 670 Manukau Road, Epsom

#### DAY 1:

##### Module 1: Communication & Goal Setting

9am-12.30pm

##### Module 2: Developing Effective Teams

1pm-4.30pm

- Understanding their own communication style
- Identify other styles
- Strategies to communicate more effectively
- Goal setting & planning
- Tips for effectiveness
- Identifying priorities & planning

- The qualities of an effective team
- Understanding the difference between a group & a team
- 4 stages of team development
- Team problem-solving & decision making
- Identifying key ingredients for high performance

#### DAY 2:

##### Module 3: Leadership vs Management

9am-12.30pm

##### Module 4: Motivation & Delegation

1pm-4.30pm

- Leadership vs management
- The impact of effective leaders
- Communicating vision
- Personal leadership styles
- Leadership challenges & solutions

- Motivation
- Recognition & appreciation
- Empowering your people
- The art of delegation

#### DAY 3:

##### Module 5: Coaching Performance

9am-12.30pm

##### Module 6: Managing Change

1pm-4.30pm

- The role of the coach in the business
- Skills for effective coaching
- Coaching performance issues
- New skill development

- Understanding the value of change
- Aspects of managing change in the workplace
- Identifying a process for managing change
- Managing people through change

#### DAY 4 - GRADUATION (2hrs):

9am-11am

Participant presentations to Managers. Followed by a celebration of success.