

Leadership Basics Workshop Series

hosted by JUNA Consulting Inc.



Who Should Attend

This program is intended to provide basic leadership skills for new team leads, managers, and supervisors.

- Someone who was an individual contributor and is now leading others
- A new manager who has not led a team previously
- A team lead or supervisor who has been struggling to get results in their leadership role
- Someone who has led one or two people but now has a larger team to manage
- A manager or supervisor who is doing well but wants to add new tools to their leadership toolbox

The Workshops

The workshops are 4 modules (1/2 days), with a month between each module.

Module One – Conflict Resolution

(March 13, 2017, 7:30 am - 12:00 pm)

Learning Objectives:

- List types and causes of conflict and its impact if unmanaged
- Identify your natural conflict style and understand how others will perceive this approach
- Know how to adapt your conflict approach to suit each situation
- Describe the stages of conflict and identify early warning signs
- Identify signs/symptoms of conflict escalation
- Explain the difference between conflict management and resolution
- Know when and how to “step into” conflict and manage or resolve it, by:
 - Determining appropriate resolution tactics
 - Applying communication strategies to manage ongoing conflict

**Earn 4.5 CPD Hours for CPHR participants*

Module 2 – How to Run Effective Meetings

(April 6, 2017, 7:30 am - 12:00 pm)

Learning Objectives:

- Describe common meeting complaints and understand the actual costs of ineffective meetings
- Explain different meeting types, styles and formats
- Know how to lead effective and efficient meetings (before, during and after)
- Identify strategies to deal with disruptive behaviours during a meeting
- Apply basic note-taking principles
- Use effective meeting checklists
- Complete an effective meeting self-assessment to ensure continuous improvement

**Earn 4.5 CPD Hours for CPHR participants*

Module 3 – Coaching

(May 11, 2017, 7:30 am - 12:00 pm)

Learning Objectives:

- Describe characteristics of good and bad coaching
- List the competencies of successful coaches
- Identify what your current strengths and areas for improvement are as a coach
- List the three communication factors and know how they impact every interpersonal interaction
- Identify the six levels of listening and use active listening techniques during coaching conversations
- Apply the GROW Model of coaching when providing support to others

**Earn 4.5 CPD Hours for CPHR participants*

Module 4 – Delegation

(June 13, 2017, 7:30 am - 12:00 pm)

Learning Objectives:

- Describe delegation best practices
- Recognize when you are taking on subordinates' tasks and responsibilities
- Identify what to delegate (methods of allocating work) and who to delegate to (developing others)
- Know how to effectively delegate based on experience levels (including success measurements and monitoring schedules)
- Assess employee motivation on a particular task
- Apply the "Delegation Framework" to a real situation and prepare for an upcoming delegation conversation

**Earn 4.5 CPD Hours for CPHR participants*

Canada-Alberta Job Grant

If you would like to take advantage of the Canada-Alberta Job Grant for this training, you can add a coaching package to the four-module workshop to make this training eligible (see page 3 for details).

Leadership Basics Enrichment – One-on-One Coaching

If you would like to extend your learning beyond the workshop, you can purchase a package of five one-hour coaching sessions with Julianna Cantwell. Adding this one-on-one coaching package will bring the total number of training hours to 21 hours, which makes this program eligible for the Canada Job Grant. The cost of the coaching package is \$1,250 plus GST, in addition to the cost of the full workshop (\$799 plus GST).

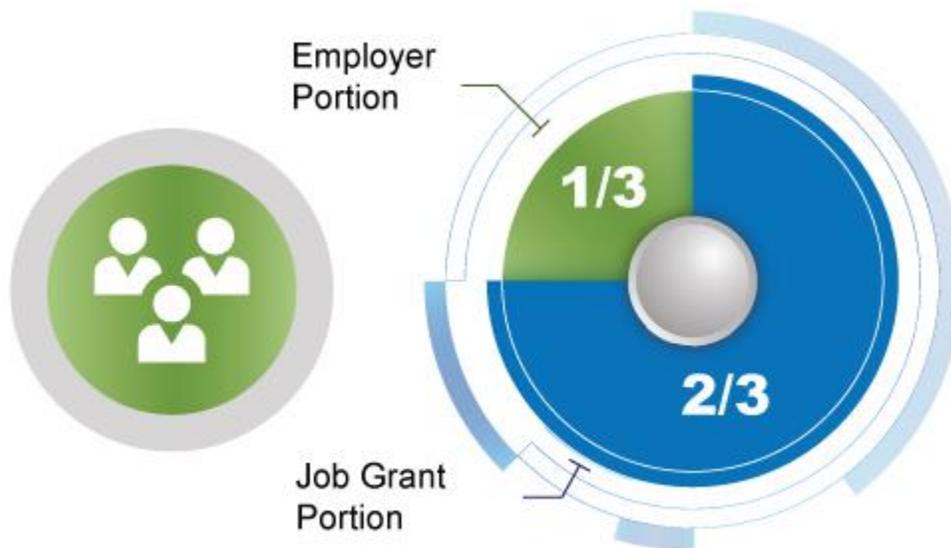
**Earn 5 CPD Hours for CPHR participants*

Canada-Alberta Job Grant Details

If you register for the full workshop (4 modules) plus the coaching package, you can apply for the Canada-Alberta Job Grant to subsidize your training.

Full Workshop (4 modules)	\$ 799
Coaching Package	<u>\$ 1,250</u>
Total	\$ 2,049 (plus 5% GST)
Canada-AB Job Grant (2/3 of cost)	<u>(\$ 1,353)</u>
Total cost to you	\$ 696 (plus 5% GST)

You get a value of \$2,049, while only paying \$696!



For more information, check out the Canada-Alberta Job Grant [website](#).

JUNA Consulting is not responsible for job grant applications or approvals

Location

JUNA Office - 150 Summerside Gate SW, Edmonton – Main Boardroom

Cost & Registration

- ❖ Workshop series is \$799 + GST (for all 4 modules)
- ❖ The price for individual modules is \$275 + GST
- ❖ The coaching package is \$1,250 plus GST and includes 5 one-hour coaching sessions.
3 or more participants from the same organization receive a 10% discount per person

To register, please email janice@junaconsulting.com or call Janice at (403) 483-0137.

Space is limited – register now! Registration closes on March 6th, 2017

Registration & Payment Terms

- Payment is required at time of registration and can be made by Visa, Mastercard, company or personal cheque, or e-transfer. Once payment is received, your participation will be confirmed with an email sent to the email address you provide.
- There is a no cancellation policy and payment is non-refundable.
- JUNA Consulting reserves the right to cancel the session if minimum participant numbers are not met.
- It is the responsibility of the participant to apply for the Canada/Alberta Job Grant. JUNA accepts no responsibility for the application nor for the outcome. Refunds will not be given under any circumstances.

About the Facilitators



Julianna Cantwell, CACE, CPHR

Julianna Cantwell is the President of JUNA Consulting Inc., a strategic human resources consulting practice that helps organizations improve individual and group performance. Specializing in learning & development for 20 years and communications for more than 10 years, Julianna logs over 100 days a year speaking and facilitating learning. Julianna is a graduate from the University of Alberta, NAIT, and MacEwan University and is a Chartered Professional in Human Resources (CPHR). She is a Past President of the Human Resources Management Association of Edmonton and a former Director on the board of Alberta Women Entrepreneurs, and is currently Chair of the HR Advisory Committee for NAIT and Vice Chair of the Self-Regulation Policy Advisory Group for the Human Resources Institute of Alberta, and she serves as a Director on the Board for Little Warriors.



Kandis Neth, P.Eng., Master Instructor

Kandis holds a Bachelor of Science Degree from the University of Alberta, with a specialization in Chemical Engineering and is also certified as a Master Instructor and Adult Educator from NAIT. She is a registered Professional Engineer with the Association of Professional Engineers and Geoscientists of Alberta (APEGA). Kandis has experience in diverse facilitation environments. She is an energetic individual who, over the years, has developed strong leadership and public speaking skills. Kandis enjoys being a part of the JUNA team and she facilitates workshops throughout Alberta sharing her knowledge and leadership experience with others.

A big thank you to our sponsors!

