



**Certified
Technicians and
Technologists
Association of
Manitoba Inc.**

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SNAP! Communications & Training

“BASICS OF SUPERVISING PEOPLE” – LEVEL 1

** REGISTRATION FORM **

Date: Thursday, September 14th, 2017

Time: 8:30 a.m. to 3:30 p.m.

Location: Victoria Inn Winnipeg, 1808 Wellington Avenue
(Kensington Room)

Contact Person: _____ Title: _____
(C.E.T./C.Tech./Assoc.)

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ E-Mail: _____

List Additional Names If Required Here:

1. _____

2. _____

Payable by: Cash, Cheque (make cheque payable to CTTAM) or Credit Card

Method of Payment: Cheque Visa MasterCard

Number of Registrations: _____ @ \$135.00 each Total Amount: _____

Credit Card Number: _____ Expiry Date: _____

Signature: _____

*****NOTE: Please contact the office if you have any allergies as lunch will be provided*****

***** Free Parking On-Site; Sign-In at the Front Reception Desk *****

Please mail or fax the registration form to:

**Administrative Assistant
CTTAM
602-1661 Portage Avenue
Winnipeg, MB R3J 3T7**

**Tel: 204-784-1082
Fax: 204-784-1084
E-Mail: admin@cttam.com**



Ken Allen, SNAP! Communications and Training

Ken Allen, of SNAP! Communications and Training, is a Communications and Training Consultant and adult educator focused on providing professional consultation services, and delivering engaging, thought provoking and transformational learning sessions that provide participants with skills they can use right away.

A graduate of the University of Manitoba, certified adult educator, and a professional communicator, Ken's energy is contagious. The learning environment Ken creates makes it easy for participants to take risks and be open to learning. With experience as a Human Resource Development Consultant, Communications Officer, Media Spokesperson, and Heavy Construction Supervisor, Ken's experiences, provide many examples and stories that illustrate course concepts. Ken provides consulting services and delivers training courses focused on; Leadership Development, Media Interview Skills Development, Training and Development and Strategic Communications Planning.

Ken's background provides helpful insights for leaders, and includes:

- Partner with The Province of Manitoba's Organization and Staff Development (OSD) to provide training, consulting and keynote presentations for seven years.
- Training Officer at Red River College in Winnipeg. Ken previously delivered courses on a weekly basis in the Human Resource Management Certificate Program for six years.
- Communications Officer and Media Spokesperson for the City of Winnipeg (ongoing), focused on strategic communications planning. Ken has participated in over 3,500 interviews with local and national media.
- Corporate Human Resource Development Consultant and trainer for the City of Winnipeg, specializing in leadership development for five years.
- Heavy Construction Supervisor for 15 years in the field of road construction and snow clearing operations, where leadership skills were developed on the frontline.

BASICS OF SUPERVISING PEOPLE COURSE – "LEVEL 1"

LEARNING OBJECTIVES

By the end of the session participants will be able to:

- Define the purpose of leadership and the role of the leader.
- Identify characteristics of an effective leader.
- List the key competencies required for effective leadership.
- Describe the five stages of team development and the benefits of working as a team.
- Describe the reasons why work doesn't get done and how to manage employee performance effectively.
- List the benefits of planning work and describe how best to plan work effectively.
- Describe situational leadership and how to apply it in terms of delegating tasks.