



AFRICAN ADVANCED LEVEL  
TELECOMMUNICATIONS  
INSTITUTE (AFRALTI)

EACCO | East African  
Communications  
Organisation

*Invitation to Key upcoming Workshop  
EACO in collaboration with AFRALTI*

**GROUP LEADERSHIP DEVELOPMENT**  
**15<sup>th</sup> – 19<sup>th</sup> September 2014**

**White Sands Hotel**  
***Dar es salaam, Tanzania***

### *Group Leadership Development*

#### **Workshop Overview:**

- The main goal of this training intervention is improved common understanding and application of the key principles and behaviours that will primarily improve the ability of participating team or group leaders (with secondary impact on partners and collaborators) to effectively manage within their units and collaboratively across units.
- The overall objective of the course is to enable the management or group leadership level staff begin to build themselves into leaders that appreciate how to work with others fluidly, with understanding and trust of individuals as themselves; and other members so that increasingly, everyone's efforts will be enabled. Specifically, it is expected that participants will get the following from the workshop:
  - Improved *strategic leadership and management* by understanding what, why and how certain key obstacles and challenges in the past may have impeded progress of their teams and the development of ways of working aimed at increasing desired individual, group or team outputs.
  - An improved *appreciation and practice* with respect to higher employee involvement practices through: Increased individual and team awareness: of strengths, gaps, growth opportunities and diversity
  - Improved *awareness of key performance management* elements and dynamics by:
    - Learning about other's characteristics, styles and needs in the team environment
    - Increasing their levels of understanding, mutual respect and trust of others

#### **Target Audience:**

- Management and supervisory level staff who would like to improve the effectiveness of their team or group leadership.

### **Pre-requisite/s:**

- Management or supervisory experience
- Ability to communicate in English
- Strong desire and personal commitment to improve skills and effectiveness in leading or managing high performing groups or teams.

### **Pain Points:**

- GLD is not a “charm course”. It is a tough programme that demands involvement and participation from all participants. *Those who are not willing to commit 100% to the programme reduce the value of the programme for themselves and, most importantly, for other participants.*

### **Value Proposition:**

Considerable research has been done around which skills are required to perform effectively as a leader, manager, consultant, trainer, project leader, salesman, etc. Those skills that appear to be a common requirement of almost any profession that involves contact with people are:

- A self-confidence based on an awareness of personal values, strengths and weaknesses, influence on others, how influenced by others, etc.
- The ability to form and maintain trusting relationships with others.
- The understanding and appreciation of others’ behaviour.
- The ability to effectively give and receive feedback.
- The ability to effectively manage conflict situations, especially when personally involved.
- The ability to effectively lead others, individually and in groups.
- The ability to identify priorities and solve problems.
- The ability effectively plans for and implements change.

- The ability effectively participates in groups.

GLD process provides participants with an opportunity to actively investigate and improve the skills identified above. But GLD is not for everyone – it is only for those who sincerely want to be more effective.

### **Workshop Objectives:**

- (See sequence of Planned Activities below)

### **Workshop Learning Outcomes:**

- A self-confidence based on an awareness of personal values, strengths and weaknesses, influence on others, how influenced by others, etc.
- The ability to form and maintain trusting relationships with others.
- The understanding and appreciation of others’ behaviour.
- The ability to effectively give and receive feedback.
- The ability to effectively manage conflict situations, especially when personally involved.
- The ability to effectively lead others, individually and in groups.
- The ability to identify priorities and solve problems.
- The ability to effectively plan for and implement change.
- The ability to effectively participate in groups.

## Workshop Contents/Topics:

<i>Proposed Activities for – GLD Training</i>		
<b>Step 01.</b>	<b>Step 02.</b>	<b>Step 03.</b>
<b>Planning/ Pre-Workshop Assessments</b> <ul style="list-style-type: none"> <li>Developing a contract</li> <li>Sharing and clarifying general goals and expectations</li> <li>Team Assessments</li> <li>MBTI Assessments</li> <li>Planning the workshop agenda</li> <li>Logistical/ material preparations</li> </ul>	<b>Opening and Overview</b> <ul style="list-style-type: none"> <li>Welcome and introductions</li> <li>The Experiential Learning Model</li> <li>Process/ Content</li> <li>Participant Expectations</li> <li>CMTD Goals and Objectives</li> <li>Behaviour Expectations</li> <li>Reflection Logs</li> </ul>	<b>Getting Acquainted</b> <ul style="list-style-type: none"> <li>Recap Process/ Content</li> <li>Trust Exercise</li> <li>Introduction to feedback</li> <li>Self Presentations</li> </ul>
<b>Step 04.</b>	<b>Step 05.</b>	<b>Step 06.</b>
<b>Group Dynamics</b> <ul style="list-style-type: none"> <li>First Impression Exercise</li> <li>Feedback Guidelines</li> <li>Group Exercise(s)</li> <li>Introduction to Values</li> <li>Personal Integrity Issues</li> <li>Start Stop</li> </ul>	<b>Team Effectiveness</b> <ul style="list-style-type: none"> <li>Group dynamics</li> <li>Group Decision Making</li> <li>Effective Problem Solving</li> <li>Conflict Management</li> </ul>	<b>Taking Stock – Personal/ Team</b> <ul style="list-style-type: none"> <li>Personal/ Team Profiles</li> <li>Feedback on Team Assessment</li> <li>Personal Effectiveness Plans</li> </ul>
<b>Step 07.</b>	<b>Step 08.</b>	<b>Step 09.</b>
<b>Personal/ Team Performance</b> <ul style="list-style-type: none"> <li>Results, customers / or conditions for which manager/ leader will be accountable</li> <li>Team deliverables</li> </ul>	<b>Action Planning</b> <ul style="list-style-type: none"> <li>Sharing of brainstormed ideas</li> <li>Developing plans of action to ensure implementation of solutions</li> </ul>	<b>Wrap-up &amp; Evaluation</b> <ul style="list-style-type: none"> <li>Reflection on group norms observed/ felt during the intervention</li> <li>Evaluating group accomplishments from a process standpoint</li> </ul>
<b>Step 10.</b>		
<b>Reporting &amp; Follow-up</b> <ul style="list-style-type: none"> <li>Summary Report on the workshop</li> <li>Follow-up session to review progress with developed plans</li> </ul>		

### FACILITATOR BRIEF:



**Sam Matemba, foCi,**

Sam has extensive experience in the NGO sector having worked for 10 years at Director and Board level. A trained Civil Engineer, he gradually changed career paths after seeing the need for sustainable and successful organisations in Malawi. He is a professionally trained Organisation Development and Change Consultant and has run his own consultancy firm (foCi) for nearly 14 years. Sam designs and facilitates diverse interventions, such as Leadership and Team Development; Organization, Programme or Project Reviews; Institutional and Capacity Development Needs Assessments & Planning; Strategic Planning; and Job Evaluations.

Sam is motivated and committed to improving the capacity of individuals, groups and organizations to provide quality service. He strongly believes that the sustained success of his clients in achieving their purposes and goals is heavily contingent on awareness of, and ability to manage change needs. This is why his intervention approaches are strong on methods that facilitate client-systems to gain control and confidence in managing the process of change from within. Sam is strongly committed to tailoring services to meet the organization, group or individual's identified needs in ways that reinforce personal initiative, responsibility and independence rather than reliance on external elements.



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## REGISTRATION FORM

### GROUP LEADERSHIP DEVELOPMENT

15<sup>th</sup> -19<sup>th</sup> September 2014  
White Sands Hotel  
Dar es salaam, Tanzania

**Group Leadership Development - Tuition fees @ US\$ 600.00 per person**

IN ORDER TO SECURE YOUR  
REGISTRATION, PAYMENT IS DUE IN  
FULL UPON RECEIPT OF INVOICE.

Confirmation – Your registration will  
only be confirmed until such time as  
payment is received.

**Payable to:**

Bank: Standard Chartered Bank  
Westlands Branch  
P. O. Box 14438  
Nairobi, KENYA


Account No: **870 809 6935 200**  
Currency: **US Dollar**  
Swift Code: **SCBLKENXXXX**  
Beneficiary: AFRALTI

**Workshop Contacts:**

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SURNAME/MAIN NAME: \_\_\_\_\_

OTHER NAME/S: \_\_\_\_\_

ORGANISATION: \_\_\_\_\_

CITY & COUNTRY: \_\_\_\_\_

JOB TITLE/DESIGNATION: \_\_\_\_\_

TELEPHONE - Office: \_\_\_\_\_

TELEPHONE - Mobile: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOTEL BOOKING (IF APPLICABLE/REQUIRED) *List of recommended hotels available upon request*

Hotel Choice No. 1: \_\_\_\_\_

Hotel Choice No. 2: \_\_\_\_\_

Check In Date: \_\_\_\_\_ Check out Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Email this page only to workshop contacts provided**