

Sheffield's July - December 2010

Seminar Season

Six of the Best

Development opportunities to enhance
your leadership capability



Events at a Glance 2010

Public Learning Events

July	6 July	Essentials of Leadership <i>An essential foundation course for leaders.</i>	9 am to 12.30 pm	\$395 + GST per person
August	11 August	Getting Started as a New Leader <i>Making a successful transition from individual contributor to leader.</i>	9 am to 12.30 pm	\$395 + GST per person
	24 August	Targeted Selection® Interviewer <i>Save time and money mopping up after hiring mistakes.</i>	8.30 am to 5 pm	\$1,375 + GST per person
September	9 September	Motivating Others <i>Increasing engagement, morale and business results.</i>	9 am to 12.30 pm	\$395 + GST per person
	21 September	Essentials of Leadership <i>An essential foundation course for leaders.</i>	9 am to 12.30 pm	\$395 + GST per person
October	20 October	Managing Performance Problems <i>Effectively managing performance and getting the best from people.</i>	9 am to 12.30 pm	\$395 + GST per person
November	2 November	Targeted Selection® Interviewer <i>Save time and money mopping up after hiring mistakes.</i>	8.30 am to 5 pm	\$1,375 + GST per person
	16 November	Resolving Conflict <i>Valuable skills to effectively handle difficult workplace situations.</i>	9 am to 12.30 pm	\$395 + GST per person

Book for three or more workshops and receive a 10% discount.

Please note that Essentials of Leadership is a foundation course and is a pre-requisite for the other leadership development courses (excluding Targeted Selection®).

Public Learning Events

Venue: Sheffield Level 1, 141 Cambridge Terrace, Christchurch

Register by giving us a call on 03 379 7334 or email: linda.lilley@sheffield.co.nz

Essentials of Leadership

An essential foundation course for leaders.

The essence of being an effective people leader lies in establishing good interpersonal work relationships and having the ability to spark action in others.

This foundation course teaches leaders how to get results through people. During the course, they learn a set of essential skills to meet both practical business needs and people's personal needs. Learners acquire a proven set of interaction skills, discover seven Leadership Imperatives for meeting today's challenges, and realise their role as a catalyst leader - a leader who inspires others to act.

The workshop will help leaders:

- Multiply their effectiveness by motivating their team and helping people to be more effective.
- Accomplish more interactions in less time, while enhancing interpersonal relationships.
- Help people enhance their performance by providing them with feedback they are willing to accept and upon which they are able to act.

Dates: 6 July 2010
Time: 9 am to 12.30 pm
Investment: \$395 + GST per person

Getting Started as a New Leader

Making a successful transition from individual contributor to leader.

Unfortunately stellar performance as an individual contributor doesn't automatically transform into successful leadership performance overnight.

This workshop arms new leaders with the knowledge and skills they need to confront the challenges associated with getting established - and getting results more quickly - in their new leadership role. They will learn how to focus their time and efforts on tasks that are most important to the organisation's success.

New leaders will learn:

- An approach that will accelerate their ability to achieve results through others.
- Focus their time and efforts on high-priority tasks.
- Effectively lead their teams to contribute to the organisation's business strategies.
- Build strong relationships with team members and make the transition from "buddy to boss".

Dates: 11 August 2010
Time: 9 am to 12.30 pm
Investment: \$395 + GST per person

Please note that workshops must have a minimum of 6 participants. Therefore, workshops may be postponed or dates changed to suit participants. All participants that have been booked in will be fully consulted before any changes are made.

Motivating Others

Increasing engagement, morale and business results.

Motivation is closely correlated to employee productivity and retention. In large part, it's up to your leaders to spark this high level of sustained energy and peak performance in your people.

In this course, leaders learn how to proactively create an environment in which people are highly motivated to perform. Participants learn the three factors that effect the motivation of employees - focused work, interpersonal support and individual value. As a result of this course they will be able to determine which factor(s) are "low", and develop both a plan of specific actions and the skills needed to build group and individual motivation.

This workshop will help leaders:

- Create an environment that allows individuals and work groups to achieve their full potential.
- Spark high levels of sustained energy in individuals and work groups.
- Improve work group results by helping people sustain their motivation.

Dates: 9 September 2010
Time: 9 am to 12.30 pm
Investment: \$395 + GST per person

Public Learning Events

Venue: Sheffield Level 1, 141 Cambridge Terrace, Christchurch

Register by giving us a call on 03 379 7334 or email: linda.lilley@sheffield.co.nz

Managing Performance Problems

Effectively managing performance and getting the best from people.

Just one employee with chronic performance or work-habit problems can drag down the performance or morale of an entire work group. Not to mention dominating a leader's time and leading to frustration and stress. This course builds leaders' skills in handling chronic performance or work-habit problems or serious misconduct. Leaders are skilled in discussing and imposing formal consequences while adhering to their organisation's disciplinary policies and procedures.

Leaders will learn to:

- Provide people with performance problems with a clear understanding of what they must do to improve and consequences of failing to do so.
- Take appropriate action, based on best practices and their companies policies and procedures, to effectively address ongoing performance and work habit problems or serious misconduct.
- Impose formal consequences, such as probation or suspension, with the confidence that the person has been fully heard and fairly treated.
- Minimise the impact of ongoing performance problems on the individual, work group and organisation.

Dates: 20 October 2010

Time: 9 am to 12.30 pm

Investment: \$395 + GST per person

Resolving Conflict

Valuable skills to effectively handle difficult workplace situations.

Differences of opinion can quickly escalate. In the workplace it's the leader's role to recognise the signs of conflict and then to quickly choose the appropriate level of involve to help resolve the issue.

This course teaches leaders how to recognise that a conflict is escalating and minimise damage by using the most appropriate resolution tactic - regardless of which stage a conflict is in. Leaders also learn the true cost of conflict to an organisation and techniques for handling even the most challenging conflict-related discussions effectively.

Leaders will learn to:

- Effectively resolve workplace conflict and enhance productivity, efficiency and morale.
- Help others take responsibility for resolving workplace conflict.
- Reduce the negative effects of workplace conflict on individuals, groups, and the organisation.

Dates: 16 November 2010

Time: 9 am to 12.30 pm

Investment: \$395 + GST per person

Please note that workshops must have a minimum of 6 participants.

Therefore, workshops may be postponed or dates changed to suit participants. All participants that have been booked in will be fully consulted before any changes are made.

Targeted Selection® Interviewer

Save time and money mopping up after hiring mistakes.

Few leaders today would risk making an important decision affecting their business without first gathering and analysing critical information. Yet many do every day, when they make rash, uninformed decisions about the people they hire or promote - decisions that can impact their organisations for years.

Their biggest mistakes?

- Not looking at the whole person
- Not gathering the right candidate data, and failing to come together with other interviewers to properly discuss, evaluate, and apply that data
- Failing to identify those who are the best fit with the job and the organisation.
- Failing to help new hires get off to a strong start in the job.

As the world's leading behaviour-based interviewing system, Targeted Selection® helps you identify, hire and promote the right people. Targeted Selection® has been the choice of leading organisations around the world for more than three decades. Now a one day course, it's better than ever!

Dates: 24 August & 2 November 2010

Time: 8.30 am to 5 pm

Investment: \$1,375 + GST per person

Sheffield and DDI®

About Sheffield

At Sheffield we find, evaluate and develop leaders. Our understanding of people - and what makes them unique - coupled with our highly developed systems, allow us to deliver robust, intelligent, and effective solutions in any organisation.

Sheffield has its roots firmly in the New Zealand business scene. We started in 1961 when Malcolm Sheffield established New Zealand's first organisational psychology and executive recruitment business. We remain proudly New Zealand owned, and have developed extensive experience in both public and private sectors.

What We Do

- We are New Zealand's leading provider of integrated Human Resources solutions spanning Search and Selection and Organisational Development.
- Our Organisational Development expertise provides consultancy services that are effective, quick yet thorough, fresh in their approach and tailored to client needs.
- Our assessment capability supports the development of individual, team and organisational leadership capacity.

WE KNOW PEOPLE



About DDI

Since 1970 Development Dimensions International (DDI) has worked with some of the world's most successful organisations to achieve superior business results by building engaged, high-performing workforces. DDI has leading solutions to enable the design and implementation of selection systems, as well as to identify and develop the exceptional leadership talent that is crucial to creating sustained success through people. Sheffield is proud to be New Zealand exclusive licensee for all DDI solutions as they complement and enhance our well established organisational development practice.

DDI is a powerhouse in leadership development," Josh Bersin, president of Bersin & Associates. "In our research process, we discovered that DDI customers have adopted many of the six best practises that lead to success in leadership development and deliver measurable business value."

'The Fine Print' - Our Refund Policy

DDI Workshops: We have specific refund and cancellation policies for DDI workshops. We inform you of these as you register. Please enquire directly if you need more information prior to registering. In broad terms, if you need to cancel between 15 and 6 (inclusive) works days prior to the event you will be liable to pay for 50% of the cost of the workshop and materials. That increases to 75% if you cancel within 5 or less working days. All cancellations must be notified in writing to Sheffield. You can notify us of a replacement at any time prior to the start of the workshop.

Other events: For events with a cost, cancellation terms are the same as for the DDI Workshops.



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ABOUT US