



## I. LEADERSHIP FOR EFFECTIVENESS (LFE)

## II. SUPERVISING & MANAGING FOR EFFECTIVENESS (SME)

## III. IMPROVING PERFORMANCE MANAGEMENT (IPM)

### SEMINARS

To be held November 2014, God's willing; 9am to 12 noon & 1:15 pm to 4:15 pm

At: ST KITTS & NEVIS CHAMBER OF INDUSTRY AND COMMERCE CONFERENCE ROOM,  
Horsford Rd. St Kitts

**Who should attend?** - Supervisors, Managers & other Executives

If your organisation would like to:

- ❖ help your senior officers enhance supervision, leadership and management skills
- ❖ reduce stress and disenchantment associated with appraising performance

Please select from our Programmes - (I) LFE, (II) SMEP and (III) IPM

### I. LEADERSHIP FOR EFFECTIVENESS - 5<sup>th</sup> to 7<sup>th</sup> November

**PROGRAMME COVERAGE INCLUDES:**

- ❖ *Characteristics of Effective Leaders*
- ❖ *Enhancing Personal Awareness – Self-discipline, Competencies*
- ❖ *Leadership Styles – Situational Leadership*
- ❖ *Working with Your Team*
- ❖ *Problem Solving and Decision Making*

### II. SUPERVISING AND MANAGING FOR EFFECTIVENESS – 11<sup>th</sup> to 14<sup>th</sup> November

**AREAS COVERED INCLUDE:**

- Role and Functions of the Supervisor and Manager
- Leadership and Management – *Distinguished*
- Communication, Inter-personal Relationships & Conflict-Handling
- Goal Setting, Planning and Controlling Work /Operations
- Motivating Employees & Working with Your Team – *Teambuilding; Effective Delegation*
- Managing Change and Your Management Style
- Handling Discipline



III. IMPROVING PERFORMANCE MANAGEMENT - DATE: 19<sup>th</sup> to 21<sup>st</sup> November

PROGRAMME COVERAGE INCLUDES:

- ❖ *Understanding the Importance of Performance Appraisals*
- ❖ *Preparing for Appraisals*
- ❖ *Conducting the Appraisals*
- ❖ *Characteristics of an Effective Appraiser*
- ❖ *Performance Appraisal Follow-up*

LEAD FACILITATOR /PRESENTER: *Euphemia Brice Roberts*

*Investment per person: LFE & IPM- EC\$297; SME- EC\$357(includes coursework & lunch)*  
Due and payable by October 15, 2014, God's willing.

Please make cheque payable to Brice Roberts Business Consulting Services  
Programmes also available for delivery in-house.

**TO REGISTER: PLEASE SEE FORM BELOW**

NAME	JOB TITLE	PROGRAMME [LFE] [SME] [IPM]
-----	-----	
-----	-----	
-----	-----	
-----	-----	
-----	-----	

.....  
Organisation / Authorised Signature      Tel:      Fax:      Email:

You may check our web-site, call, or write to us to find out more about our range of programmes:

