



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

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SNAP! Communications & Training

“BASICS OF SUPERVISING PEOPLE” – LEVEL 1

**** REGISTRATION FORM ****

Date: Wednesday, September 23rd, 2020

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

Location: Victoria Inn, 1808 Wellington Avenue
(Wellington Ballroom)

Name: _____ Title: _____
* Please Print * (C.E.T./C.Tech./Assoc.)

Name of Employer: _____

Contact Address: _____

Phone Number: _____ Email Address: _____

List additional names here, if required:

1. _____ 2. _____

Payable by: Credit Card or Cheque (Payable to CTTAM)

Method of payment: Visa Mastercard Cheque

Number of Registrations: @ \$225.00 each Total Amount: _____

Credit Card Number: _____ Expiry Date: _____

Signature: _____

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

Please email the registration form to:
Administrative Assistant
CTTAM
PO Box 700064 Kenaston PO
Winnipeg, MB R3P 0X6

Tel: 204-784-1082
E-Mail: adminassistant@cttam.com



Ken Allen, SNAP! Communications and Training

Ken Allen, of SNAP! Communications & 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.
- 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.