

SECOND ANNUAL

Management Empowerment & Excellence Conference

MANAGING IN AFRICA

iNkosi Lodge, De Tijger – Cape Town
15-18 November 2010

PRELIMINARY PROGRAMME

NB: You will be sent a pre-workshop workbook for completion prior to the conference. All delegates must complete this workbook.

MONDAY 15 NOVEMBER 2010

14h00	Arrivals and Registration
15h30	Coffee/Tea and Biscuits
16h00 Introductions and Ice Breakers	You will be asked to do a three-minute introduction on yourself, the company you are from, your designation in the company, and what it is that you want to achieve from the conference...we suggest you come prepared with some props if necessary!!
17h30	Wrap for the Day
18h00	Dinner is served

TUESDAY 16 NOVEMBER 2010

07h15 Breakfast is served	
08h00 Training Session 1	Benchmarking, Decision Making and Goal Setting
10h15 Tea/Coffee	
10h30 Training Session 1 continued	Understanding the Team - Optimising Efficiency
12h15 Lunch	
13h00 Information Session 1	Generational Differences
14h00 Information Session 2	Cultural Diversity and Awareness
15h30 Q & A Session /coffee/tea	An opportunity for you to table an issue or two that you have been grappling with at work and for the group to help you solve it, either on the spot or as a homework assignment. The more prepared you are, the better your solutions.
16h45 Wrap for the Day	
18h00 Leave for Stellenbosch	

WEDNESDAY 17 NOVEMBER 2010

07h15 Breakfast is served	
08h00 Training Session 2	Accountability – a gift to help you take huge steps. Being Assertive as a manager.
10h15 Tea/Coffee	
10h30 Training Session 2 continued	Delegation as a tool
12h15 Lunch	
13h00 Training Session 3	Q&A, case studies and portfolio work
15h00 Tea/Coffee	
15h15 Training Session 3 continued	Stress and Time Management
17h15 Wrap for the Day	
18h30 Leave for Langa	

THURSDAY 18 NOVEMBER 2010

07h15 Breakfast is served	
08h00 Training Session 4	Project Management
10h15 Tea/Coffee	
10h30 Training Session 4 continued	Q&A, case studies and portfolio work
12h30 Lunch	
13h30 Information Session 3	Ongoing Motivation
14h30 Q & A, hand-outs and portfolio completion	
16h30 – 17h00 It's a wrap!!	

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WHAT TO EXPECT?

PRELIMINARY LINE-UP

Join Poussière d'étoiles and Staff Training for an intensive three-day management conference with sixteen hours of training, three information sessions, intensive Q & A sessions, as well as relaxing outings to Stellenbosch and Langa.

With 10 years experience in training of South African middle managers, Staff Training keeps it real. In this wonderfully diverse country we are challenged to understand various approaches and theories with regard to management, and not only to apply these, but to apply them with a "twist" or a slant, enabling and promoting practical outcomes.

The topics to cover are goal-setting, optimising team work and efficiency, being more assertive, delegation techniques, cultural diversity, gender and generational differences, stress and time management, benchmarking and accountability.

Candidates will be provided with all course material and will be required to complete a portfolio of evidence on the final day.

WHO SHOULD ATTEND?

All middle and newly promoted managers as well as supervisors and team leaders who are keen to create structure and measurable growth in their departments, branches or companies.

LANGA AND STELLENBOSCH TOURS

LANGA TOUR

Enjoy a one-hour township tour followed by a shebeen dinner.

STELLENBOSCH TOUR

Enjoy a one-hour town tour followed by a Moroccan Street Restaurant.

Both tours will be hosted by an independent tour operator and are included in the conference price.

ACCOMMODATION AND AIRPORT TRANSFERS

Conference Venue

iNkosi Lodge

9 Odette Street
De Tijger, Parow
Tel: 021 939 9210

Alternate Accommodation

Please note that all alternate accommodation will require travel by car. Delegates not staying at the conference venue will have to provide for their own transport.

Town Lodge Bellville

50 Willie van Schoor Avenue Corner Mispel Road
Bellville
Tel: 021 948 7990

Road Lodge Cape Town - N1 City

Louwtjie Rothman Street
Goodwood
Tel: 021 595 4466

Protea Hotel Tygervalley

Hendrick Verwoerd Drive
Welgemoed (Bellville)
Tel: 021 913 2000

Accommodation is not included in the conference fee. Delegates must please make their own arrangements.

Airport transfers

Airport transfers are not included in the conference fee. Please refer to the registration form for airport transfer rates.

Private travel

Allow 30 minutes for traveling from CT International to Inkosi Lodge during peak hour. Please refer to the map on our website.

***Poussière d'étoiles – Professional Conference Organisers. All conference information is available on our website.
Tel. 021 906 6041 Fax. 086 617 2017 Email: info@pdesa.co.za Web: www.pdesa.co.za***