

EFFECTIVE SMALL GROUP LEADERSHIP PROGRAM

...Good Meetings just don't happen; it takes skill, effort and knowledge to create them

Most organizations conduct a lot of Small Group Meetings. These can be quite challenging especially if the group members are under pressure, experiencing organizational change or stress. The underlying thing is that good meetings just don't happen; it takes deliberate skill, effort and knowledge to create them.

This programme is designed to enable you conduct effective small group meetings, that will leave colleagues looking forward to those weekly meetings.

CONTENTS:

- Understanding Small Group Dynamics
- Leadership in Small Groups
- Communication Patterns in Small Groups
- Understanding Personality Types in Small Groups
- Interpersonal Dynamics in Small Groups
- Preparation and Participation in Small Group Interactions
- How to Conduct Effective Successful Small Group Meetings
- Developing a decision matrix

FEATURES:

- Step by step guide to small group interactions
- Useful Facilitation modes for small group meetings
- Techniques for enhancing group participation
- Handling and accommodating different personality types within a group
- Handling conflict within a group
- Decision Matrix Guideline



DAY ONE

1. Understanding Small Group Dynamics
 - a. Managing group processes
 - b. Mapping out Different Organisational Small Groups by Participants
 - c. Small Group behavior analysis
2. Communication Patterns in Small Groups
 - a. Structuring effective Message and Content
 - b. Understanding process and Structure
 - c. Facilitating Feedback
3. Leadership in Small Groups
 - a. Kinds of leadership in Small Groups
 - b. Leadership Roles
4. Understanding Different Personality Types in Small groups
 - a. Leading Sanguines, Choleric's, Phelgmatics & Melancholic's
 - b. Each one has a contribution to make
 - c. Handling Conflict within the Group

DAY TWO

1. Interpersonal Dynamics of Small Groups
 - a. Involving all Group Members
 - b. How to Initiate group Members active response
2. Preparation and Participation in Small Groups
 - a. Mapping out Procedural Needs

3. Conducting Effective Small Group Meetings
 - a. 5 Steps to Follow
4. Leading small groups to Solve Problems and make decisions
 - a. 3 Methods to consider
 - b. How to Win group commitment
5. Practical Application by Participants



DATES: 2011

Q-1 | Jan- March
March 24th -25th
Q-2 | April- June
June 9th -10th
Q-4 | October-December
December 1st -2nd

2012

Q-1 | Jan-March
March 22nd -23rd
Q-2 | April- June
June 7th -8th
Q-4 | October-December
December 6th -7th

2013

Q-1 | Jan-March
March 21st -22nd
Q-2 | April-June
June 6th -7th
Q-4 | October-December
December 5th -6th

WHO SHOULD PARTICIPATE...?

Human Resource Managers, Project Managers, Consultants, Any Professional who leads Small Groups.

COURSE DURATION: Two Days

Your Investment

KSHs. 30,000 + VAT